



**Public Meeting Room A
Delta Administration Building
7710 West Saginaw Highway
Lansing, MI 48917**

**TOWNSHIP BOARD
REGULAR MEETING
AGENDA
July 7, 2014
6:00 P.M.**

- I. CALL TO ORDER**
- II. OPENING CEREMONIES – Pledge of Allegiance**
- III. ROLL CALL – Members:** Supervisor Ken Fletcher, Clerk Mary Clark, Treasurer Howard Pizzo, Trustees Dennis Fedewa, Jeff Hicks, R. Douglas Kosinski, Karen Mojica
- IV. PRESENTATIONS AND PROCLAMATIONS**
- V. SET/ADJUST AGENDA**
- VI. PUBLIC HEARINGS**
- VII. COMMUNICATIONS**
- VIII. PUBLIC COMMENTS FOR ITEMS NOT ON AGENDA (*maximum two minutes*)**
- IX. INTRODUCTION OF ORDINANCES**
- X. PASSAGE OF ORDINANCES**
 - 1. Final Consideration of Amendments to Sidewalk Ordinance**

The Community Development Department recommends that the Township Board amend the text of the Delta Township Sidewalk Ordinance, being chapter 34, of the Delta Township Code of Ordinances.
- XI. CONSENT AGENDA** – Anyone may request item/s to be pulled from the consent agenda for discussion. If left on the consent agenda, the items will be voted on by a roll call vote of the Board en masse. Then, the individual item/s will be discussed and voted upon.
 - 2. Bills and Financial Transactions**

\$1,153,416.59
 - 3. Minutes**

June 16, 2014 Regular Board Meeting Minutes

4. Board Resolution to Recognize Manager Watkins Years of Service.

The Township Supervisor recommends that Township Board approve the resolution to recognize Richard Watkins for serving 21 years as the Township Manager.

5. Recommendation to Approve Interim Manager Employment Contract

The Township Supervisor recommends that the Township Board approve the Interim Manager Employment Contract between Richard Watkins and Delta Township.

XII. ITEMS REMOVED FROM CONSENT AGENDA FOR DISCUSSION

XIII. ITEMS ADDED TO AGENDA UNDER SECTION V. SET/ADJUST AGENDA

XIV. ITEMS OF BUSINESS

6. Recommendation to Approve Professional Services Contract for Mt. Hope Park Property

The Parks Department recommends that the Township Board approve the contract with CA2E Consulting Services to determine the best use of the property.

XV. MANAGER'S REPORT

XVI. COMMITTEE OF THE WHOLE

7. Manager Search Update

XVII. PUBLIC COMMENTS (*maximum five minutes*)

XVIII. ADJOURNMENT

CHARTER TOWNSHIP OF DELTA

MARY R. CLARK, TOWNSHIP CLERK

Phone (517) 323-8500

Individuals with disabilities requiring auxiliary aids or services who are planning to attend Township meetings or hearings should contact the Clerk's Office by writing or calling in advance (323-8500) to inform them of the date of the meeting/hearing that will be attended. Copies of minutes may be purchased or viewed in the Clerk's Office from 8 a.m. to 5 p.m., Monday through Friday.

June 18, 2014

To: Township Board
Delta Charter Township

From: Mark Graham
Community Development Department

Subject: Final Action, Amendments to Sidewalk Ordinance

Chronology

May 19, 2014: The Township Board discussed amendments to the Township's Sidewalk Ordinance and the general consensus was to proceed with the amendments following a review by the Township Attorney.

June 4, 2014: Township Attorney Gordon VanWieren provided a written review of the proposed Sidewalk Ordinance amendments.

June 16, 2014: The Sidewalk Ordinance amendments were introduced by the Township Board.

July 7, 2014: The Township Board is scheduled to take final action on the proposed amendments.

Proposed Amendments

See Attached

Proposed Motion

"I move that the Delta Township Board amend the text of the Delta Township Sidewalk Ordinance, being chapter 34 of the Delta Township Code of Ordinances. The Township Clerk is hereby directed to publish a notice of adoption of the amendments in local newspapers and the amendments shall become effective upon publication."

C:\rpt\amend\Sidewalk Ord Amendments Final Action

Delta Township Sidewalk Ordinance

Chapter 34, Article II, Delta Township Code of Ordinances

Sec. 34-19. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Abutting or adjacent property means any lot or parcel of land adjoining, bordering or touching a street as defined in this section.

Adjacent sidewalk means that portion of the sidewalk located within the street next to an abutting or adjacent property as defined in this section.

Alteration of existing principal building means any alteration, construction or reconstruction related to an existing principal building that results in a change in said principal building of 25 percent of the floor area or more, or that results in the replacement of an existing principal building.

Building means an enclosed structure having a roof supported by columns, walls, arches or other devices used for the housing, shelter or enclosure of persons, animals, chattels or property of any kind.

Flag means a section of sidewalk, typically five feet by five feet, between expansion joints.

Principal building means a building in which is conducted the main or principal uses of the lot or parcel on which said building is located.

Private street means any street, road or thoroughfare for vehicular traffic which is privately owned or maintained and which provides the principal means of access to abutting properties. A street includes the land between the street right of way lines, whether improved or unimproved.

Public street means a dedicated public right of way, which is a state or county roadway affording the principal means of access to abutting property. A street includes the land between the street right of way lines, whether improved or unimproved.

Sidewalk means that portion of the street right of way improved with concrete and designed for non-motorized travel.

Street means a dedicated public or private right of way affording the principal means of access to abutting property. A street includes the land between the street right of way lines, whether improved or unimproved.

Sec. 34-20. Purpose.

The purpose of this article is to provide for the construction, maintenance, and repair of sidewalks for the public safety pursuant to the provisions of Public Act No. 359 of 1947 (MCL 42.1 et seq.).

Sec. 34-21. Sidewalk construction required.

- (a) All owners of lots and parcels abutting dedicated public streets or private streets shall be required to construct sidewalks at the time of construction of any new principal buildings, or at the time of alteration of existing principal buildings on such lots or parcels. This provision shall not apply in conjunction with the construction or alteration of principal buildings on lots or parcels located within the NR, A1, A2, RA, I1, and I2 zoning districts, or in conjunction with the construction of one and two family dwellings on lots or parcels created prior to the effective date of the ordinance from which this article is derived. Residential, office or commercial zoned lots or parcels located within subdivisions that have received final preliminary plat approval prior to said effective date shall have sidewalks installed as required by the board at the time final preliminary approval of the subdivision was granted. Additionally, residential, office or commercially zoned lots or parcels created prior to the effective date of the ordinance from which this article is derived shall have sidewalks installed as required by the planning commission, township board, or zoning administrator at the time of final site plan approval for the construction of new, or alteration of existing, principal buildings on such lots or parcels. Sidewalks required to be constructed pursuant to this section shall be installed within one year of issuance of the building permit for construction or alteration of any principal buildings on said lots or parcels unless otherwise authorized by the township engineer or their designee. All sidewalks constructed shall comply with the construction standards referred to in section 34-27.
- (b) The board may, by resolution, require the owners of lots and parcels abutting public or private streets, to construct sidewalks where the presence of sidewalks may be declared by the board to be necessary to provide safe and convenient routes for non-motorized traffic. The board may order the construction of the sidewalks and assess all or part of the costs of sidewalk construction to the abutting property owners involved, or may permit the abutting property owners to provide for the construction of the required sidewalks on their own in accordance with the construction standards referred to in section 34-27, and any other specifications required by the board. A resolution requiring the construction of sidewalks shall note the time period in days in which the owners must construct the required sidewalk. The construction of any sidewalk under this section shall be in compliance with the requirements of Public Act No. 80 of 1989 (MCL 41.288a), as amended.
- (c) Prior to adoption of a resolution requiring sidewalks, the board shall hold a public hearing. The township clerk shall cause notice of the time and place of the public hearing to be published within a newspaper of general circulation within the township at least ten days prior to the date of the hearing.
- (d) In addition, all abutting property owners affected by such a resolution shall be given due notice of the public hearing by the township clerk by way of regular mail at least ten days prior to the date of the hearing. Said notice shall be prepared and the public hearing conducted in accordance with Michigan Public Acts No. 64 and 65 of 1989 (MCL 211.741 et seq. 205.735).

Sec. 34-22. Variances.

- (a) The board may, by resolution, authorize a variance from the requirements of section 34-21 under the following circumstances:
 - (1) The board shall determine that the proposed variance will not impair the public health, safety or general welfare of township residents.
 - (2) The board shall determine that a strict application of such requirements would result in practical difficulties to, or undue hardship upon, the owners of such lots or parcels. Practical difficulties may include, but shall not be limited to, severe variations in topography, unsuitable soils or difficulty in providing safe separation between pedestrian and vehicular traffic due to site location, layout or existing building arrangements. The cost of installing a sidewalk shall not constitute the sole basis for an undue hardship.
 - (3) A variance may be granted by the board when the preponderance of lots or parcels of land on the street in question are already developed with no sidewalks existing, and accordingly that a sidewalk would not likely connect to any other walk, and thus not serve the purpose of a non-motorized transportation system.
- (b) A variance request shall be filed by the property owner or their designated agent. An application for a variance shall be submitted to the township clerk on a special form for that purpose. Applications shall be submitted at least two weeks in advance of a regular meeting of the board. A fee, as established by the board, shall be submitted with the variance application.
- (c) The community development department shall prepare a written report which shall be submitted to the board prior to the meeting at which the board will consider a variance.

Sec. 34-23. Repair of sidewalks.

- (a) It shall be the responsibility of the owner of every lot or parcel of land to keep the sidewalks adjacent to their lot or parcel in good repair. Sidewalks shall be repaired or replaced when the condition of same is detrimental to public safety. Conditions requiring repair include, but are not limited to, the following:
 - (1) A rise or drop of more than one inch between any two flags or a vertical discontinuity of more than one inch on any flag.
 - (2) More than two cracks of one-quarter inch in width or in any two linear feet of flag.
 - (3) Any flag which is tilted in excess of one inch per foot from inside edge to outside edge. (The outside edge being the edge of the sidewalk nearest the street line.)
 - (4) If, in any flag, more than 50 percent of the surface has scaled off to a depth of one-quarter inch or greater.
 - (5) An undermined flag below which there is a visible void causing the sidewalk to rock or

seesaw.

- (6) One or more flags, or a portion of a flag, are missing due to, but not limited to, construction activities, driveway repairs, and utility repairs and installations.
- (b) Whenever the township engineer or their designee determines that an owner of a lot or parcel adjacent to a sidewalk has left the sidewalk in a state of disrepair or has not properly maintained the sidewalk in accordance with section 34-23 (a), a notice shall be sent by regular mail to the owner of the adjacent lot or parcel to repair the sidewalk. The notice shall specify the time period within which such work shall be commenced. In no case shall the time period allowed for repair of a sidewalk exceed 30 days unless authorized otherwise by the township engineer or their designee.
- (c) It shall be the responsibility of the owner of every lot or parcel of land to maintain the sidewalks adjacent to their lot or parcel. Sidewalks must be maintained free from encroaching obstructions including, but not limited to, overhanging tree limbs, bushes, vines, fences, walls, and structures.

Sec. 34-24. Sidewalk defects caused by negligence.

The township engineer may order a sidewalk repaired by persons who have caused the repair to be necessary through their own actions by excavating under or adjacent to the sidewalk, placing weight upon the sidewalk greater than its designated capacity, or any other negligent act.

Sec. 34-25. Construction or repair by the township.

If any owner shall fail or neglect to construct or repair any sidewalk adjacent to their lot or parcel of land within such time as herein required, or as may be required by a resolution of the board, the board may cause the same to be done in accordance with the provisions of Public Act No. 80 of 1989 (MCL 41.288a), and the board may use any lawful means available to recover the cost of said construction or repair.

Sec. 34-26. Sidewalk permits.

A permit is required prior to beginning construction, removal, or repair of a sidewalk. The permit shall be in a form provided by the township engineer.

Sec. 34-27. Construction standards.

All sidewalks hereafter constructed, repaired or rebuilt shall be constructed, repaired or rebuilt according to the township sidewalk construction standards as adopted by the board.

Sec. 34-28. Authority of township board.

The board, or the board's designee, shall have authority to provide for the construction or repair of sidewalks as well as the clearance of ice and snow by general contract, or in such other manner as it shall determine.

Sec. 34-29. Administration.

It shall be the responsibility of the township engineer, or their designee, to supervise and control all sidewalks and the construction, repair, and maintenance thereof, including inspection.

Sec. 34-30. Violations.

- (a) Violations of the provisions of this article, or failure to comply with any of its requirements, shall be punishable as a municipal civil infraction, subject to a fine in the amount of \$50.00 if paid within ten days of issuance, or \$100.00 if paid after ten days of issuance.
- (b) Municipal civil infractions shall be issued and served to the owner of the property upon which the violation has occurred.
- (c) The imposition of any fine shall not exempt the violator from compliance with the provisions of this article. Each day a violation remains in existence may be treated as a separate offense.
- (d) If any fines and/or costs associated with this section are not paid, the civil infraction citation may be filed with the district court in accordance with section 20-22 (g).
- (e) The civil fine associated with this section shall be set from time to time by the board by resolution.

Sec. 34-31. Violations deemed municipal civil infraction.

For each violation of a provision of this article, or failure to comply with any of its requirements, a township appointed official shall be authorized to issue and serve a municipal civil infraction citation, in accordance with article II of chapter 20, on any person with respect to a violation of this article when there is reasonable cause to believe that person has committed such an offense.

C:\rpt\amend\Sidewalk Ord #4

DELTA CHARTER TOWNSHIP
FINANCE REPORT
FOR TOWNSHIP BOARD MEETING
7/07/2014

Disbursement requests listed on the following pages, totaling \$ 1,153,416.59 have been received and reviewed by the Manager, Finance Director, and Clerk. It is recommended that all listed vouchers be approved for payment.

Bond/Debt Payments

Investments

Payroll & Related	247,893.10
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Refunds	3,054.50
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Tax Distributions	41,125.00
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Vendor Claims	861,343.99
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Total	\$ 1,153,416.59
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Ken Fletcher, Township Supervisor

Mary Clark, Township Clerk

Howard Pizzo, Township Treasurer

PAYABLES FOR DELTA CHARTER TOWNSHIP
BOARD AGENDA DATE 7/07/2014

Check Date	Check	Vendor Name	Description	Amount
06/18/2014	288055	CONSUMERS ENERGY	5055 CANAL RD, LANSING MI - ELECTRIC	183.19
06/18/2014	288056	CONSUMERS ENERGY	GAS & ELECTRIC FOR MULTIPLE ACCOUNTS	492.92
06/18/2014	288057	EATON COUNTY TREASURER	DISTRIBUTION OF SPACE TAX MONIES	450.00
06/18/2014	288058	DELTA TWP PROFESSIONAL FIREFIGHTERS	PAYROLL W/H UNION DUES	1,020.00
06/18/2014	288059	BARBARA FOLEY	PAYROLL WITHHOLDING	650.00
06/18/2014	288060	MICHIGAN EDUCATION TRUST	PAYROLL WITHHOLDING MET	180.00
06/18/2014	288061	HEDLUND PLBG.	REFUND PERMIT PP140128	75.00
06/18/2014	288062	HEDLUND PLBG.	REFUND PERMIT PP140129	75.00
06/18/2014	288063	KAY SULLIVAN	REFUND 39ERS GRAND HOTEL/MACKINAC TRIP	200.00
06/18/2014	288065	TDS METROCOM	TELEPHONE	18.97
06/18/2014	288066	GIGUERE HOMES	REFUND WATER INSTALLATION #15953	123.59
06/18/2014	288067	TRI COUNTY TITLE	UTILITY REFUND FOR ACCOUNT: 00029789	47.98
06/18/2014	288068	WAVERLY COMMUNITY SCHOOLS	WAVERLY EAST GYM RENTAL	2,835.00
06/19/2014	288080	TERESA QUINTERO	REFUND FACILITY RENTAL DEPOSIT	50.00
06/25/2014	288081	AT&T	TELEPHONE SERVICE 517-327-3302	40.48
06/25/2014	288082	JACKLIN BLODGETT	CONTRACTUAL - AQUATICS	60.00
06/25/2014	288083	BRD PRINTING INC.	WINDOW ENVELOPES, CHECKS, PRINTINGS	164.20
06/25/2014	288084	MATTHEW BROWN	CONTRACTUAL - SCOREKEEPER PAYROLL	108.00
06/25/2014	288085	KENDRA CANTINE	CONTRACTUAL - SCOREKEEPER PAYROLL	18.00
06/25/2014	288086	TODD CANTINE	CONTRACTUAL - SCOREKEEPER PAYROLL	18.00
06/25/2014	288087	CARQUEST - THE PARTS PLACE	VEHICLE MAINTENANCE PARTS	915.92
06/25/2014	288088	COMCAST	4026 W WILLOW HWY, LANSING, MI - INTERNET	84.85
06/25/2014	288089	COMCAST	6548 OLD RIVER TRAIL, LANSING MI - INTERNET	60.96
06/25/2014	288090	CONNIE COMPTON	CONTRACTUAL - SCOREKEEPER PAYROLL	72.00
06/25/2014	288091	CONSUMERS ENERGY	ELECTRIC & GAS FOR MULTIPLE ACCOUNTS	1,434.33
06/25/2014	288092	CONSUMERS ENERGY	HEAT/GAS FOR 7708 ADMINISTRATION DR.	29.86
06/25/2014	288093	CONSUMERS ENERGY	GAS FOR MULTIPLE ACCOUNTS	755.63
06/25/2014	288094	CORECOMM INTERNET	ANNUAL DNS HOSTING FOR DELTA WEBSITES	72.00
06/25/2014	288095	ALEXA CROSSLAND	CONTRACTUAL - SCOREKEEPER PAYROLL	108.00

06/25/2014	288096	DEBRA DUFFY	CONTRACTUAL - AQUATICS	105.00
06/25/2014	288097	EATON COUNTY	56A DISTRICT COURT PMTS	4,105.81
06/25/2014	288098	EATON COUNTY TREASURER	TAX DISTRIBUTION	15,177.90
06/25/2014	288099	EATON INTERMEDIATE SCHOOLS	TAX DISTRIBUTION	1,188.74
06/25/2014	288100	WEX BANK	FUEL PURCHASES FOR TWP. FLEET	16,500.46
06/25/2014	288101	KIT FREY	CONTRACTUAL - SCOREKEEPER PAYROLL	18.00
06/25/2014	288102	FRONTIER	TELEPHONE	52.15
06/25/2014	288103	GRAND LEDGE PUBLIC SCHOOLS	TAX DISTRIBUTION	3,493.38
06/25/2014	288104	GRANGER CONTAINER SERVICE,INC.	TRASH REMOVAL FOR MULTIPLE ACCTS	1,466.26
06/25/2014	288105	AIRIKA GUZMAN	CONTRACTUAL - SCOREKEEPER PAYROLL	54.00
06/25/2014	288106	BERTA HENDERSON	CONTRACTUAL - AQUATICS	30.00
06/25/2014	288107	KATIE HUBBARD	CONTACTUAL - EXERCISE INSTRUCTOR	28.00
06/25/2014	288108	MARALYN HYDE	CONTRACTUAL - AQUATICS	280.00
06/25/2014	288109	INGHAM INTERMEDIATE SCHOOLS	TAX DISTRIBUTIONS	5,644.34
06/25/2014	288110	JAMMIN' DJ'S LLC	DJ FOR MUD RUN P&R EVENT	200.00
06/25/2014	288111	LANSING BOARD OF WATER & LIGHT	LAB SERVICE FEES	265.00
06/25/2014	288112	LANSING BOARD OF WATER & LIGHT	LAB SERVICE FEES	53.00
06/25/2014	288113	LANSING COMMUNITY COLLEGE	TAX DISTRIBUTIONS	4,595.75
06/25/2014	288114	LOWES BUSINESS ACCOUNT	BUILDING SUPPLIES FOR MULTIPLE DEPARTMENTS	2,289.92
06/25/2014	288115	CAROLYN MCARTHUR	CONTRACTUAL - AQUATICS	220.00
06/25/2014	288116	MCMASTER-CARR SUPPLY CO.	STEEL GREASE FITTINGS	14.02
06/25/2014	288117	METLIFE	DENTAL INSURANCE COVERAGE	14,284.78
06/25/2014	288118	DAVE MILLER	CONTRACTUAL - SCOREKEEPER PAYROLL	18.00
06/25/2014	288119	JEFF OLDS	MAGIC SHOW PERFORMANCE AT SHARP PARK	300.00
06/25/2014	288120	DIANA ROOT	REFUND RENTAL DEPOSIT	250.00
06/25/2014	288121	MARSHA SNYDER	REFUND RENTAL DEPOSIT	250.00
06/25/2014	288122	JENNIFER LEWIS	REFUND RENTAL DEPOSIT	250.00
06/25/2014	288123	NICHOLE WRIGHT	REFUND RENTAL DEPOSIT	250.00
06/25/2014	288124	ELIZABETH GILLEGERTEN	REFUND RENTAL DEPOSIT	250.00
06/25/2014	288125	PHYSICIANS HEALTH PLAN	HEALTH INSURANCE	132,279.22
06/25/2014	288126	TERESA SALISBURY	CONTRACTUAL - SCOREKEEPER PAYROLL	36.00
06/25/2014	288127	JANET SHEPARD	CONTRACTUAL - SCOREKEEPER PAYROLL	144.00
06/25/2014	288128	MITCHELL G. SIMON	CONTRACTUAL - SCOREKEEPER PAYROLL	72.00
06/25/2014	288129	STATE OF MICHIGAN DEPT OF TREASURY	ANNUAL UNCLAIMED PROPERTY	381.62

06/25/2014	288130	MYKAILAH STONEHAM	CONTRACTUAL - SCOREKEEPER PAYROLL	90.00
06/25/2014	288131	UNUM LIFE INSURANCE COMPANY	LIFE INSURANCE AND OPTIONAL LIFE INSURANCE	6,848.68
06/25/2014	288132	EASTBROOK HOMES, INC.	REFUND WATER INST# 15933	29.53
06/25/2014	288133	WAVERLY COMMUNITY SCHOOLS	TAX DISTRIBUTIONS	11,024.89
06/25/2014	288134	RICK WHITTEN	CONTRACTUAL - SCOREKEEPER	72.00
07/02/2014	288135	RONDA ACKERSON	DELTA ROCKS! CONTRACTUAL EMPLOYEE	40.00
07/02/2014	288136	XEROX RECOVERY SERVICES	REFUND AMB FEES MEDICAL MGMNT ACCT. 204965	384.25
07/02/2014	288137	AT&T	TELEPHONE	14.74
07/02/2014	288138	PHILIP BENEDICT	DELTA ROCKS! CONTRACTUAL EMPLOYEE	47.50
07/02/2014	288139	GRACE BILLMAN-BENVENISTE	DELTA ROCKS! CONTRACTUAL EMPLOYEE	42.50
07/02/2014	288140	CAPITAL AREA UNITED WAY	PAYROLL WITHHOLDING	29.00
07/02/2014	288141	COMCAST	CABLE TV AT 811 N. CANAL, 48917	15.13
07/02/2014	288142	COMCAST	CABLE TV & INTERNET 4538 ELIZABETH RD	149.63
07/02/2014	288143	CONNIE COMPTON	DELTA ROCKS! CONTRACTUAL EMPLOYEE	45.00
07/02/2014	288144	CONSUMERS ENERGY	ELECTRICITY 7510 E ST JOE & 7002 E SAGINAW	47.04
07/02/2014	288145	CONSUMERS ENERGY	GAS AT 7812 W WILLOW HWY, GRAND LEDGE	11.65
07/02/2014	288146	DELTA TWP PROFESSIONAL FIREFIGHTERS	PAYROLL W/H UNION DUES	1,110.00
07/02/2014	288147	BARBARA FOLEY	PAYROLL WITHHOLDING	650.00
07/02/2014	288148	BARBARA FOLEY	PAYROLL WITHHOLDING	170.13
07/02/2014	288149	BARBARA FOLEY	PAYROLL WITHHOLDING	170.13
07/02/2014	288150	JUSTIN FORD	DELTA ROCKS! CONTRACTUAL EMPLOYEE	45.00
07/02/2014	288151	ROMAN FORD	DELTA ROCKS! CONTRACTUAL EMPLOYEE	45.00
07/02/2014	288152	JAMMIN' DJ'S LLC	DJ FOR SPONSOR AREA AT JULY 3 FIREWORKS	75.00
07/02/2014	288153	DEBORAH KNOWLES	DELTA ROCKS! CONTRACTUAL EMPLOYEE	45.00
07/02/2014	288154	LANSING BOARD OF WATER & LIGHT	ELECTRICITY FOR MULTIPLE ACCOUNTS	34,198.98
07/02/2014	288155	LANSING BOARD OF WATER & LIGHT	ELECTRICITY FOR MULTIPLE ACCOUNTS	3,182.63
07/02/2014	288156	LANSING BOARD OF WATER & LIGHT	ELECTRICITY FOR MULTIPLE ACCOUNTS	5,822.75
07/02/2014	288157	MAGGIE LIDGARD	DELTA ROCKS! CONTRACTUAL EMPLOYEE	45.00
07/02/2014	288158	MICHIGAN EDUCATION TRUST	PAYROLL WITHHOLDING	88.00
07/02/2014	288159	CHECKFREE CORPORATION	REVERSAL SETTLEMENT UTILTY PMT	25.10
07/02/2014	288160	ATTITUDE & EXPERIENCE INC.	REFUND PERMIT PE140310	80.00
07/02/2014	288161	CHARLES CAIN	REFUND FACILITY RENTAL	225.00
07/02/2014	288162	DEBORAH NICHOLS	REFUND FACILITY RENTAL DEPOSIT	250.00
07/02/2014	288163	LAKESHA SHAREEF	REFUND FACILITY RENTAL DEPOSIT	250.00

07/02/2014	288164	HALEIGH PIER	DELTA ROCKS! CONTRACTUAL EMPLOYEE	45.00
07/02/2014	288165	PITNEY BOWES	POSTAGE MACHINE RENTAL	780.00
07/02/2014	288166	PITNEY BOWES, INC	POSTAGE SUPPLIES	305.11
07/02/2014	288167	BARBARA ROSSI	DELTA ROCKS! CONTRACTUAL EMPLOYEE	47.50
07/02/2014	288168	JOHN ROSSI	DELTA ROCKS! CONTRACTUAL EMPLOYEE	47.50
07/02/2014	288169	JESENIA RUIZ	DELTA ROCKS! CONTRACTUAL EMPLOYEE	42.50
07/02/2014	288170	JESS RUIZ	DELTA ROCKS! CONTRACTUAL EMPLOYEE	42.50
07/02/2014	288171	CINDY RUSSELL	DELTA ROCKS! CONTRACTUAL EMPLOYEE	47.50
07/02/2014	288172	TERESA SALISBURY	DELTA ROCKS! CONTRACTUAL EMPLOYEE	45.00
07/02/2014	288173	ERICA SALISBURY	DELTA ROCKS! CONTRACTUAL EMPLOYEE	45.00
07/02/2014	288174	UPS	POSTAGE	37.51
07/02/2014	288175	TILLITSON, LEEANN L	UTILITY REFUND FOR ACCOUNT: 00028210	62.13
07/09/2014	288176	ACROSS THE STREET PRODUCTIONS, INC.	HAZARD ZONE CONFERENCE D.TEIGELER	445.00
07/09/2014	288177	AERZEN USA CORPORATION	TURBO BLOWER & MOTOR FOR WWTP BLOWER PROJECT	73,710.00
07/09/2014	288178	AIRGAS USA, LLC	EMS MEDICAL GAS, OXYGEN, EARPLUGS	459.55
07/09/2014	288179	ALRO STEEL	EQUIPMENT MAINTENANCE SUPPLIES	28.34
07/09/2014	288180	AMBS MESSAGE CENTER	ANSWERING SERVICES	168.49
07/09/2014	288181	AMERICAN RENTALS, INC.	PORTABLE TOILET RENTALS	185.00
07/09/2014	288182	ARROW UNIFORM	DEPARTMENTAL UNIFORMS WWPT/WATER	790.60
07/09/2014	288183	ASAP PRINTING	SURVEY MONKEY LABELS & FEEDBACK CARDS	143.83
07/09/2014	288184	AUTO VALUE PARTS STORE	VEHICLE MAINTENANCE PARTS	1,476.74
07/09/2014	288186	AUTO ZONE	RUST-OLEUM TRUCK BED COATING SPRAY	18.04
07/09/2014	288187	BARYAMES CLEANERS INC.	UNIFORMS	167.70
07/09/2014	288188	BELLE TIRE	NEW TIRES	280.00
07/09/2014	288189	BLACKBURN MANUFACTURING CO.	BLUE MISS DIG TAGS	265.96
07/09/2014	288190	BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	554.06
07/09/2014	288191	BOYNTON FIRE SAFETY SERVICE	FIRE SPRINKLER SYSTEM INSTALL BELL	218.00
07/09/2014	288192	BSN SPORTS	MAC VENTED PARKS & REC BAT HELMETS	309.80
07/09/2014	288193	CANON FINANCIAL SERVICES, INC.	COPER MAINTENANCE	475.00
07/09/2014	288194	CAPITAL REGION AIRPORT AUTHORITY	FIRE SIMULATOR TRAINING	400.00
07/09/2014	288195	CARLISLE WORTMAN ASSOC., INC.	2014 ZONING ORDINANACES	1,165.00
07/09/2014	288196	CAROL'S APPAREL	DELTA ROCKS! T-SHIRTS AND WWTP T-SHIRTS	703.50
07/09/2014	288197	CDW GOVERNMENT INC.	APPLE AIRPORT, COMPUTER, TABLET, MONITOR	3,390.06
07/09/2014	288198	CEDAR POINT	REIMBURSE AMUSEMENT PARK TICKET SALES	2,335.00

07/09/2014	288199	CHROUCH COMMUNICATIONS, INC.	HEADSET, ADAPTORS, RADIO KNOB, SPEAKER MIC	1,046.40
07/09/2014	288200	CINTAS CORPORATION #725	MATS FOR TWP HALL AND SUBSTATION	106.00
07/09/2014	288201	CITY OF LANSING	GM SANITARY SEWER 425 AGREEMENT - MAY	58,401.32
07/09/2014	288202	JOHN CLARK	REIMBURSE TOLL EXPENSES	10.20
07/09/2014	288203	CLARK FOUNDATION COMPANY	REPLACE CURBS, GUTTER & SIDEWALK SAGINAW	3,200.00
07/09/2014	288204	CLASSIC COFFEE CO.	COFFEE, CREAMER, SUGAR	373.00
07/09/2014	288205	CLIPPER CREEK, INC.	ELECTRIC VOLT CHARGERS FOR TWP HALL & WATER OPS	9,014.18
07/09/2014	288206	COCM	CODE OFFICIALS CONFERENCE OF MICH	240.00
07/09/2014	288207	CUTWATER ASSET MANAGEMENT	INVESTMENT ADVISORY SERVICES FOR DELTA	2,115.35
07/09/2014	288208	CYBER MARKETING NETWORK, INC.	UNIFORM BOOTS	107.99
07/09/2014	288209	DAVID D'HAENE	REIMBURSEMENT FOR STATE WWTP CERTIFICATE	70.00
07/09/2014	288210	DARLING BUILDERS SUPPLY CO.	FIBER FORM	31.80
07/09/2014	288211	DARLING INTERNATIONAL INC	RECYCLE GREASE	75.00
07/09/2014	288212	DAVID CHAPMAN AGENCY, INC.	VENDOR BACKGROUND CHECKS	40.00
07/09/2014	288213	DAVID CHAPMAN AGENCY, INC.	VENDOR BACKGROUND CHECKS	128.00
07/09/2014	288214	DAVID CHAPMAN AGENCY, INC.	VENDOR BACKGROUND CHECK	8.00
07/09/2014	288215	DAVID CHAPMAN AGENCY, INC.	VENDOR BACKGROUND CHECKS	40.00
07/09/2014	288216	DAVID CHAPMAN AGENCY, INC.	VENDOR BACKGROUND CHECK	16.00
07/09/2014	288217	DBI BUSINESS INTERIORS	OFFICE & OPERATING SUPPLIES MULTIPLE DEPTS	603.61
07/09/2014	288218	DETROIT PUMP & MFG COMPANY	IMPELLER, WEAR PLATE, FLAP VALVE ASSEMBLY	842.60
07/09/2014	288219	DIESEL EQUIPMENT SALES & SERVICE	WWTP RAW PUMP GUN	299.00
07/09/2014	288220	DUCKETT BROTHERS DISTRIBUTING	BUILDING MAINTENANCE SUPPLIES	1,061.34
07/09/2014	288221	EATON COUNTY TREASURER	SHERIFF CONTRACTUAL	246,554.00
07/09/2014	288222	EATON COUNTY CONTROLLER	PARKS & REC SECURITY	373.31
07/09/2014	288223	EATON COUNTY CONTROLLER	PARKS & REC SECURITY	347.10
07/09/2014	288224	EATON COUNTY ROAD COMMISSION	TRAFFIC SIGNAL MAINT MAR & APR	35.10
07/09/2014	288225	EATON COUNTY ROAD COMMISSION	GRAVEL FOR PARKS	3.37
07/09/2014	288226	EATON COUNTY ROAD COMMISSION	ST JOE/BROADBENT PROGRESS BILL 7	2,626.93
07/09/2014	288227	EMERGENCY VEHICLE SERV., INC.	FIRE SUPPRESSION FOAM	950.00
07/09/2014	288228	ETNA SUPPLY COMPANY	GALV HOLE PIPE STRAP W/NAIL	110.67
07/09/2014	288229	FACILITY SOLUTIONS, INC.	STORM BLOWER/DRYER & BLDG MAINT. SUPPLIES	889.40
07/09/2014	288230	JOYCE FARMER	INSTRUCTOR CHAIR EXERCISE CLASS AT MALL	42.00
07/09/2014	288231	JOHN DEERE FINANCIAL	EQUIPMENT MAINTENANCE	284.83
07/09/2014	288232	FEDERAL SUPPLY - FARMINGTON	GROUND MAINTENANCE SUPPLIES	77.50

07/09/2014	288233	FIBERTEC ENVIRONMENTAL SERVICES	BIOSOLIDS MONITORING	21.00
07/09/2014	288234	FIRE SERVICE MANAGEMENT	CLEANING & REPAIR OF TURNOUT GEAR	339.90
07/09/2014	288235	FIRST ADVANTAGE LNS OCC. HEALTH	EMPLOYEE DRUG TEST	40.50
07/09/2014	288236	FLEETPRIDE	UNIVERSAL DRAIN VALVE	6.69
07/09/2014	288237	FRANKLIN PRODUCTS	FIRE PEEL & STICK BADGES	415.40
07/09/2014	288238	FULLER'S POWER EQUIPMENT CTR	REPAIR WEED WHIPS	9.11
07/09/2014	288239	GEODETIC DESIGNS, INC.	PATHWAY TOPOGRAPHIC MAPPING	860.00
07/09/2014	288240	GRAND LEDGE COUNTRY CLUB	SHARE OF FEES FOR YOUTH GOLF LESSONS	315.00
07/09/2014	288241	GORDON FOOD SERVICE, INC.	TWP COFFEE FOR TWP HALL & ELECTION TRAINING	304.64
07/09/2014	288242	GRAINGER	HYDRANT SPRAY PAINT & PRIMER	3,510.29
07/09/2014	288243	THE GRAND HOTEL	39ERS GRAND HOTEL/MACKINAW TRIP	9,600.00
07/09/2014	288244	GRANGER	RECYCLING AND TRASH REMOVAL	4,480.00
07/09/2014	288245	GRAYBAR	MINI CIRCUIT BREAKERS	32.04
07/09/2014	288246	GUARDIAN ALARM	ALARM BILLING FOR FIRE STATIONS	30.00
07/09/2014	288247	CHAD HIGBEE	REPAIR & PAINT WALLS	1,200.00
07/09/2014	288248	IDC CORPORATION	LAMACOID TAGS, STRIP & PUSH BUTTON	130.00
07/09/2014	288249	K&H CONCRETE CUTTING OF	CORE DRILLING	175.00
07/09/2014	288250	K & K TRUCKING	MULCH AND LIMESTONE	444.00
07/09/2014	288251	RICHARD KANE	REIMBURSEMENT FOR STATE DRINKING WATER TRNG	70.00
07/09/2014	288252	KENDALL ELECTRIC, INC.	BUILDING MAINTENANCE MATERIALS	3,196.76
07/09/2014	288253	RICK KINSMAN	REIMBURSE LODGING FOR IAEI CONFERENCE	192.24
07/09/2014	288254	KROHNE, INC.	CALIBRATION OF GM METERS	1,293.00
07/09/2014	288255	L & T PAINTING INC	SNOW TOWER PAINTING	77,868.00
07/09/2014	288256	LANSING UNIFORM CO.	UNIFORMS FOR FIRE DEPT.	300.00
07/09/2014	288257	LIBERTY ACCESS TECHNOLOGIES, INC	ANNUAL MAINTENANCE FEE VEHICLE CHARGING	216.00
07/09/2014	288258	LIQUID SPRING, LLC	SUSPENSION KIT FOR AMBULANCE	6,400.00
07/09/2014	288259	MACKELLAR SCREENWORKS	SIGNS FOR FIREWORKS EVENT AND SHARP PARK	354.67
07/09/2014	288260	MEDICAL MANAGEMENT SYSTEMS OF	AMBULANCE FEES	7,611.00
07/09/2014	288261	BRADLEY MEISTER	REIMBURSEMENT FOR STATE DRINKING WATER TRNG	70.00
07/09/2014	288262	MENARDS	MAILBOX, PLUG, CEMENT, BLDG. SUPPLIES	134.25
07/09/2014	288263	MICHIGAN ASSESSORS ASSOCIATION	CONFERENCE REGISTRATION	200.00
07/09/2014	288264	MICHIGAN ASSOC OF FIRE CHIEFS	WINTER CONFERENCE REGISTRATION M.ROMAN	160.00
07/09/2014	288265	MICHIGAN COMPANY, INC.	BUILDING MAINTENANCE SUPPLIES	269.77
07/09/2014	288266	MID-STATES BOLT & SCREW CO.	HEX NUT, SPLIT LOCKWASHER, SAE F/W ZNC	59.24

07/09/2014	288267	MICHIGAN ELECTION RESOURCES	FOLDED ELECTION BALLOTS	1,272.57
07/09/2014	288268	LISA MACLENNAN	REFUND GRAVE OPENING FOR PLOT	950.00
07/09/2014	288269	MOTION INDUSTRIES, INC.	BRONZE & SLEEVE BRGS	50.64
07/09/2014	288270	MICHIGAN WATER ENVIRONMENT ASSOC.	MEMBERSHIP DUES	62.00
07/09/2014	288271	MYERS PLUMBING & HEATING, INC.	3 WAY VALVE REPAIR WORK AND LABOR	1,297.00
07/09/2014	288272	GREGORY L. NEWMAN	CHART OF PREDETERMINED ELECTION RESULTS	900.00
07/09/2014	288273	NEW PIG CORPORATION	SPILLBLOCKER HAZMAT	466.37
07/09/2014	288274	NORTH GRAND RIVER COOPERATIVE	DELTA FIRE MEDICAL LINENS	331.20
07/09/2014	288275	NORTHSIDE SERVICE	PULL VEHICLE OUT OF DRIVE	115.00
07/09/2014	288276	O'LEARY PAINT CO.	STAIN, PAINT AND SUPPLIES	886.94
07/09/2014	288277	PEPSI BEVERAGES COMPANY	SODA AND WATER FOR EVENT	376.00
07/09/2014	288278	PRODUCTION TOOL SUPPLY CO.	COBALT DRILL BIT	14.05
07/09/2014	288279	PVS TECHNOLOGIES, INC.	WWTP FERRIC CHLORIDE	10,554.08
07/09/2014	288280	QUALITY TIRE, INC.	TIRE REPAIR	10.00
07/09/2014	288281	REFRACTRON TECHNOLOGIES CORP.	NEW DOMES FOR AERATION TANKS	55,100.00
07/09/2014	288282	ROSE PEST SOLUTIONS	PEST CONTROL - CONTRACTUAL	40.00
07/09/2014	288283	BARBARA ROSSI	INSTRUCTOR - SENIOR CORE CLASS FEES	312.00
07/09/2014	288284	ROUTE 23	39ERS FORD TOUR TRIP	1,656.00
07/09/2014	288285	SAFEWARE, INC.	TRAVEL CHARGER FOR GAS DETECTOR	311.70
07/09/2014	288286	JASON SARATA	REIMBURSE TUITION FOR LEADERSHIP COURSE	500.00
07/09/2014	288287	SHERWIN-WILLIAMS	PAINT AND BUILDING MAINT MATERIALS	686.24
07/09/2014	288288	SMEMSIC	MEMBERSHIP EMS INSTRUTOR/COORDINATORS	50.00
07/09/2014	288289	SPARROW OCCUPATIONAL HEALTH	EMPLOYEE DRUG SCREENING	62.00
07/09/2014	288290	STAMP-RITE, INC.	SIGNATURE STAMP	65.35
07/09/2014	288291	JONATHAN STOPCZYNSKI	REIMBURSEMENT FOR CDL RENEWAL	30.00
07/09/2014	288292	STRYKER SALES CORP.	STAIR CHAIR FOR AMBULANCE	2,718.36
07/09/2014	288293	SUNDANCE CHEVROLET	CYLINDER	144.65
07/09/2014	288294	TIGERDIRET INC.	WIRELESS KEYBOARDS	129.51
07/09/2014	288295	TRI-COUNTY EMERGENCY MEDICAL	MEDICAL CONTROL FORMS	19.00
07/09/2014	288296	TRI-COUNTY OFFICE ON AGING	TRAYS FOR 39ERS	24.46
07/09/2014	288297	T.T. TECHNOLOGIES, INC.	PARTS FOR WATER MAINT MISSLE MACHINE	2,053.00
07/09/2014	288298	BRIAN TURGEON	RESTORATION REIMBURSEMENT FOR LAWN REPAIR	506.63
07/09/2014	288299	TUV RHEINLAND INDUSTRIAL SOLUTIONS	ANNUAL AERIAL TESTING 5YR NFPA	1,280.00
07/09/2014	288300	VERTALKA & VERTALKA, INC.	APPRAISAL SERVICES PARCEL 040-047-400-04	880.00

07/09/2014	288301	VIDCOM SOLUTIONS	SERVICE GIS/IT ADMIN	145.00
07/09/2014	288302	SCOTT WATKINS	REIMBURSEMENT FOR STATE DRINKING WATER TRNG	70.00
07/09/2014	288303	WEBB CHEMICAL SERVICE CORP.	WWTP HYDROCHLORIC ACID	865.00
07/09/2014	288304	WEST SHORE FIRE INC.	VOICE AMPLIFIERS FOR SCBA	1,300.62
07/09/2014	288305	WEST SHORE SERVICES, INC.	REPAIRS ON PUBLIC WARNING SIRENS	1,659.95
07/09/2014	288306	WILLIAMS CARPET INC.	CARPETING IN ROOM	1,544.28
07/09/2014	288307	DAVID WILLIAMS	REIMBURSE IAEI MEETING EXPENSES	192.24
				<hr/>
PAYABLES				909,561.75
PAYROLL P.E. 6/21/2014				<hr/>
				243,854.84

GRAND TOTAL: \$ 1,153,416.59

CHARTER TOWNSHIP OF DELTA
Public Meeting Room A
Delta Township Administration Building
7710 West Saginaw Highway
Lansing MI 48917

**TOWNSHIP BOARD REGULAR MEETING MINUTES FOR
MONDAY, JUNE 16, 2014**

I. CALL TO ORDER

Supervisor Fletcher called the meeting to order at 6:00 p.m.

II. OPENING CEREMONIES – Pledge of Allegiance

III. ROLL CALL

Members Present: Trustee Jeff Hicks, Trustee Dennis Fedewa, Treasurer Howard Pizzo, Trustee, R. Douglas Kosinski, Clerk Mary R. Clark, and Supervisor Kenneth Fletcher.

Members Absent: Trustee Karen Mojica (active military duty)

Others Present: Manager Richard Watkins, Community Development Director Mark Graham, Assistant Community Development Director Gary Bozek, Lieutenant Jeff Campbell, Fire Chief John Clark, Deputy Manager Jenny Roberts.

TRUSTEE KOSINSKI MOVED TO EXCUSE TRUSTEE KAREN MOJICA FROM THE JUNE 16, 2014 REGULAR BOARD MEETING AS SHE IS ON ACTIVE DUTY WITH THE NATIONAL GUARD.

TRUSTEE FEDEWA SUPPORTED THE MOTION. THE MOTION PASSED 6-0.

IV. PRESENTATIONS AND PROCLAMATIONS – NONE.

V. SET/ADJUST AGENDA

TRUSTEE FEDEWA MOVED TO APPROVE THE AGENDA WITH DISCUSSION ADDED UNDER ITEM #13 OF THE BOARD OF WATER AND LIGHT.

TRUSTEE HICKS SUPPORTED THE MOTION. THE MOTION PASSED 6-0.

VI. PUBLIC HEARINGS – NONE.

VII. COMMUNICATIONS – NONE.

VIII. PUBLIC COMMENTS FOR ITEMS NOT ON AGENDA *(maximum two minutes) –*

Mark Baur, 245 Elmshaven Drive, addressed the Township Board regarding the road work taking place in front of his home for the last two years. Areas have been reseeded on two occasions now and there is little grass growing and all weeds. Manager Watkins is aware of the situation and discussions are underway with the engineers. The Township intends to follow up on this matter and have a better resolution.

IX. INTRODUCTION OF ORDINANCES –

1. Introduction of Amendments to Sidewalk Ordinance –

The Community Development Department recommends that the Township Board introduce amendments to the Delta Township Sidewalk Ordinance, being Chapter 34, of the Delta Township Code of Ordinances.

TREASURER PIZZO MOVED THE DELTA TOWNSHIP BOARD INTRODUCE AMENDMENTS TO THE DELTA TOWNSHIP SIDEWALK ORDINANCE, BEING CHAPTER 34, OF THE DELTA TOWNSHIP CODE OF ORDINANCES AS FOLLOWS:

DELTA TOWNSHIP SIDEWALK ORDINANCE
CHAPTER 34, ARTICLE II, DELTA TOWNSHIP CODE OF ORDINANCES
AMENDED JUNE 6, 2014

SEC. 34-19. DEFINITIONS.

THE FOLLOWING WORDS, TERMS AND PHRASES, WHEN USED IN THIS ARTICLE, SHALL HAVE THE MEANINGS ASCRIBED TO THEM IN THIS SECTION, EXCEPT WHERE THE CONTEXT CLEARLY INDICATES A DIFFERENT MEANING:

ABUTTING OR ADJACENT PROPERTY MEANS ANY LOT OR PARCEL OF LAND ADJOINING, BORDERING OR TOUCHING A STREET AS DEFINED IN THIS SECTION.

ADJACENT SIDEWALK MEANS THAT PORTION OF THE SIDEWALK LOCATED WITHIN THE STREET NEXT TO AN ABUTTING OR ADJACENT PROPERTY AS DEFINED IN THIS SECTION.

ALTERATION OF EXISTING PRINCIPAL BUILDING MEANS ANY ALTERATION, CONSTRUCTION OR RECONSTRUCTION RELATED TO AN EXISTING PRINCIPAL BUILDING ~~IN THE TOWNSHIP~~ THAT RESULTS IN A CHANGE IN SAID PRINCIPAL BUILDING OF 25 PERCENT OF THE FLOOR AREA OR MORE, OR THAT RESULTS IN THE REPLACEMENT OF AN EXISTING PRINCIPAL BUILDING.

BUILDING MEANS AN ENCLOSED STRUCTURE HAVING A ROOF SUPPORTED BY COLUMNS, WALLS, ARCHES OR OTHER DEVICES USED FOR THE HOUSING,

SHELTER OR ENCLOSURE OF PERSONS, ANIMALS, CHATTELS OR PROPERTY OF ANY KIND.

FLAG MEANS A SECTION OF SIDEWALK, TYPICALLY FIVE FEET BY FIVE FEET, BETWEEN EXPANSION JOINTS.

PRINCIPAL BUILDING MEANS A BUILDING IN WHICH IS CONDUCTED THE MAIN OR PRINCIPAL USES OF THE LOT OR PARCEL ON WHICH SAID BUILDING IS LOCATED.

PRIVATE STREET MEANS ANY STREET, ROAD OR THOROUGHFARE FOR VEHICULAR TRAFFIC WHICH IS PRIVATELY OWNED OR MAINTAINED AND WHICH PROVIDES THE PRINCIPAL MEANS OF ACCESS TO ABUTTING PROPERTIES. A STREET INCLUDES THE LAND BETWEEN THE STREET RIGHT OF WAY LINES, WHETHER IMPROVED OR UNIMPROVED.

PUBLIC STREET MEANS A DEDICATED PUBLIC RIGHT OF WAY, WHICH IS A STATE ~~OR~~ COUNTY ~~OR~~ MUNICIPAL ROADWAY AFFORDING THE PRINCIPAL MEANS OF ACCESS TO ABUTTING PROPERTY. A STREET INCLUDES THE LAND BETWEEN THE STREET RIGHT OF WAY LINES, WHETHER IMPROVED OR UNIMPROVED.

SIDEWALK MEANS THAT PORTION OF THE STREET RIGHT OF WAY IMPROVED WITH CONCRETE AND DESIGNED FOR ~~PEDESTRIAN~~ **NON- MOTORIZED** TRAVEL.

STREET MEANS A DEDICATED PUBLIC **OR PRIVATE** RIGHT OF WAY ~~WHICH IS A STATE, COUNTY, OR MUNICIPAL ROADWAY~~ AFFORDING THE PRINCIPAL MEANS OF ACCESS TO ABUTTING PROPERTY. A STREET INCLUDES THE LAND BETWEEN THE STREET RIGHT OF WAY LINES, WHETHER IMPROVED OR UNIMPROVED.

~~SEC. 34-20. VIOLATIONS.~~

~~(A) UPON DETERMINATION THAT A VIOLATION OF THE PROVISIONS OF THIS ARTICLE EXISTS, THE PERSONS BELIEVED TO HAVE COMMITTED THE VIOLATION SHALL BE NOTIFIED BY CERTIFIED LETTER OF THE NATURE OF THE VIOLATION. THE NOTICE SHALL SPECIFY THE TIME PERIOD IN WHICH THE PERSON SHALL COME IN COMPLIANCE WITH THE PROVISIONS OF THIS ARTICLE. IN NO CASE SHALL THE TIME PERIOD SPECIFIED IN THE NOTICE TO COME IN COMPLIANCE WITH THE PROVISIONS OF THIS ARTICLE EXCEED 90 DAYS.~~

~~(B) VIOLATIONS OF THE PROVISIONS OF THIS ARTICLE, OR FAILURE TO COMPLY WITH ANY OF ITS REQUIREMENTS, SHALL CONSTITUTE A MISDEMEANOR.~~

- ~~(C) ANY PERSON WHO VIOLATES THIS ARTICLE OR FAILS TO COMPLY WITH ANY OF ITS REQUIREMENTS SHALL BE DEEMED GUILTY OF A MISDEMEANOR.~~
- ~~(D) THE OWNER OF RECORD OR TENANT OF ANY BUILDING, STRUCTURE, PREMISES OR PART THEREOF, AND ANY ARCHITECT, BUILDER, CONTRACTOR, AGENT OR PERSON WHO COMMITS, PARTICIPATES IN, ASSISTS IN OR MAINTAINS SUCH VIOLATION MAY EACH BE FOUND GUILTY OF A SEPARATE OFFENSE AND SUFFER THE PENALTIES HEREIN PROVIDED.~~
- ~~(E) THE IMPOSITION OF ANY FINE, OR JAIL SENTENCE, OR BOTH SHALL NOT EXEMPT THE VIOLATOR FROM COMPLIANCE WITH THE PROVISIONS OF THIS ARTICLE.~~

SEC. 34-20. PURPOSE.

THE PURPOSE OF THIS ARTICLE IS TO PROVIDE FOR THE CONSTRUCTION, MAINTENANCE, AND REPAIR OF SIDEWALKS FOR THE PUBLIC SAFETY PURSUANT TO THE PROVISIONS OF PUBLIC ACT NO. 359 OF 1947 (MCL 42.1 ET SEQ.).

SEC. 34-21. SIDEWALK CONSTRUCTION REQUIRED.

- (A) ALL OWNERS OF LOTS AND PARCELS ABUTTING DEDICATED PUBLIC STREETS OR PRIVATE STREETS SHALL BE REQUIRED TO CONSTRUCT SIDEWALKS AT THE TIME OF CONSTRUCTION OF ANY NEW PRINCIPAL BUILDINGS, OR AT THE TIME OF ALTERATION OF EXISTING PRINCIPAL BUILDINGS ON SUCH LOTS OR PARCELS. THIS PROVISION SHALL NOT APPLY IN CONJUNCTION WITH THE CONSTRUCTION OR ALTERATION OF PRINCIPAL BUILDINGS ON LOTS OR PARCELS LOCATED WITHIN THE NR, A1, A2, RA, I1, AND I2 ZONING DISTRICTS, OR IN CONJUNCTION WITH THE CONSTRUCTION OF ONE AND TWO FAMILY DWELLINGS ON LOTS OR PARCELS CREATED PRIOR TO THE EFFECTIVE DATE OF THE ORDINANCE FROM WHICH THIS ARTICLE IS DERIVED. RESIDENTIAL, OFFICE OR COMMERCIAL ZONED LOTS OR PARCELS LOCATED WITHIN SUBDIVISIONS THAT HAVE RECEIVED FINAL PRELIMINARY PLAT APPROVAL PRIOR TO SAID EFFECTIVE DATE SHALL HAVE SIDEWALKS INSTALLED AS REQUIRED BY THE TOWNSHIP BOARD AT THE TIME FINAL PRELIMINARY APPROVAL OF THE SUBDIVISION WAS GRANTED. ADDITIONALLY, RESIDENTIAL, OFFICE OR COMMERCIAL ZONED LOTS OR PARCELS CREATED PRIOR TO THE EFFECTIVE DATE OF THE ORDINANCE FROM WHICH THIS ARTICLE IS DERIVED SHALL HAVE SIDEWALKS INSTALLED AS REQUIRED BY THE PLANNING COMMISSION, TOWNSHIP BOARD, OR ZONING ADMINISTRATOR

AT THE TIME OF FINAL SITE PLAN APPROVAL FOR THE CONSTRUCTION OF NEW, OR ALTERATION OF EXISTING, PRINCIPAL BUILDINGS ON SUCH LOTS OR PARCELS. SIDEWALKS REQUIRED TO BE CONSTRUCTED PURSUANT TO THIS SECTION SHALL BE INSTALLED WITHIN ONE YEAR OF ISSUANCE OF THE BUILDING PERMIT FOR CONSTRUCTION OR ALTERATION OF ANY PRINCIPAL BUILDINGS ON SAID LOTS OR PARCELS **UNLESS OTHERWISE AUTHORIZED BY THE TOWNSHIP ENGINEER OR THEIR DESIGNEE.** ALL SIDEWALKS CONSTRUCTED SHALL COMPLY WITH THE ~~TOWNSHIP SIDEWALK~~ CONSTRUCTION STANDARDS REFERRED TO IN SECTION 34-27.

- (B) ~~THE TOWNSHIP BOARD MAY, BY RESOLUTION, REQUIRE THE OWNERS OF LOTS AND PARCELS ABUTTING PUBLIC STREET RIGHTS OF WAY, OR PRIVATE STREETS RIGHTS OF WAY, TO CONSTRUCT SIDEWALKS WHERE THE PRESENCE OF SIDEWALKS MAY BE DECLARED BY THE TOWNSHIP BOARD TO BE NECESSARY TO PROVIDE SAFE AND CONVENIENT ROUTES FOR PEDESTRIAN~~ **NON-MOTORIZED** ~~TRAFFIC. SUCH SIDEWALK ROUTES MAY INCLUDE, BUT SHALL NOT BE LIMITED TO, ROUTES BETWEEN RESIDENTIAL AREAS AND ACTIVITY CENTERS SUCH AS SCHOOLS, WITHIN THE TOWNSHIP CENTRAL BUSINESS DISTRICT, AND THOSE ROUTES IDENTIFIED IN THE TOWNSHIP SIDEWALK PLAN. ALL SIDEWALKS CONSTRUCTED SHALL COMPLY WITH THE TOWNSHIP SIDEWALK CONSTRUCTION STANDARDS REFERRED TO IN SECTION 34-26. THE TOWNSHIP BOARD MAY ORDER THE CONSTRUCTION OF THE SIDEWALKS AND ASSESS ALL OR PART OF THE COSTS OF SIDEWALK CONSTRUCTION TO THE ABUTTING PROPERTY OWNERS INVOLVED, OR MAY PERMIT THE ABUTTING PROPERTY OWNERS TO PROVIDE FOR THE CONSTRUCTION OF THE REQUIRED SIDEWALKS ON THEIR OWN IN ACCORDANCE WITH THE TOWNSHIP SIDEWALK CONSTRUCTION STANDARDS REFERRED TO IN SECTION 34-27, AND ANY OTHER SPECIFICATIONS REQUIRED BY THE TOWNSHIP BOARD. THE TOWNSHIP BOARD MAY ALSO CAUSE SIDEWALKS TO BE CONSTRUCTED WITH THE COST OF SAID CONSTRUCTION PAID OUT OF THE CONTINGENT FUND OF THE TOWNSHIP. A RESOLUTION REQUIRING THE CONSTRUCTION OF SIDEWALKS SHALL NOTE THE TIME PERIOD IN DAYS IN WHICH THE OWNERS MUST CONSTRUCT THE REQUIRED SIDEWALK. THE CONSTRUCTION OF ANY SIDEWALK UNDER THIS SECTION SHALL BE IN COMPLIANCE WITH THE REQUIREMENTS OF PUBLIC ACT NO. 80 OF 1989 (MCL 41.288A), AS AMENDED.~~
- (C) PRIOR TO ADOPTION OF A RESOLUTION REQUIRING SIDEWALKS, THE ~~TOWNSHIP BOARD SHALL HOLD A PUBLIC HEARING. THE TOWNSHIP CLERK SHALL CAUSE NOTICE OF THE TIME AND PLACE OF THE PUBLIC HEARING TO BE PUBLISHED WITHIN A NEWSPAPER OF GENERAL~~

CIRCULATION WITHIN THE TOWNSHIP AT LEAST TEN DAYS PRIOR TO THE DATE OF THE HEARING.

- (D) IN ADDITION, ALL ABUTTING PROPERTY OWNERS AFFECTED BY SUCH A RESOLUTION SHALL BE GIVEN DUE NOTICE OF THE PUBLIC HEARING BY THE TOWNSHIP CLERK BY WAY OF REGULAR MAIL AT LEAST TEN DAYS PRIOR TO THE DATE OF THE HEARING. SAID NOTICE SHALL BE PREPARED AND THE PUBLIC HEARING CONDUCTED IN ACCORDANCE WITH MICHIGAN PUBLIC ACTS NO. 64 AND 65 OF 1989 (MCL 211.741 ET SEQ. 205.735).

SEC. 34-22. VARIANCES.

- (A) ~~THE TOWNSHIP~~ BOARD MAY, BY RESOLUTION, AUTHORIZE A VARIANCE FROM THE REQUIREMENTS OF SECTION 34-21 UNDER THE FOLLOWING CIRCUMSTANCES:
- (1) ~~THE TOWNSHIP~~ BOARD SHALL DETERMINE THAT THE PROPOSED VARIANCE WILL NOT IMPAIR THE PUBLIC HEALTH, SAFETY OR GENERAL WELFARE OF ~~THE INHABITANTS OF THE TOWNSHIP~~ **RESIDENTS**.
 - (2) ~~THE TOWNSHIP~~ BOARD SHALL DETERMINE THAT A STRICT APPLICATION OF SUCH REQUIREMENTS WOULD RESULT IN PRACTICAL DIFFICULTIES TO, OR UNDUE HARDSHIP UPON, THE OWNERS OF SUCH LOTS OR PARCELS. PRACTICAL DIFFICULTIES MAY INCLUDE, BUT SHALL NOT BE LIMITED TO, SEVERE VARIATIONS IN TOPOGRAPHY, UNSUITABLE SOILS OR DIFFICULTY IN PROVIDING SAFE SEPARATION BETWEEN PEDESTRIAN AND VEHICULAR TRAFFIC DUE TO SITE LOCATION, LAYOUT OR EXISTING BUILDING ARRANGEMENTS. THE COST OF INSTALLING A SIDEWALK SHALL NOT CONSTITUTE THE SOLE BASIS FOR AN UNDUE HARDSHIP.
 - (3) A VARIANCE MAY BE GRANTED BY THE BOARD WHEN THE PREPONDERANCE OF LOTS OR PARCELS OF LAND ON THE STREET IN QUESTION ARE ALREADY DEVELOPED WITH NO SIDEWALKS EXISTING, AND ACCORDINGLY THAT A SIDEWALK WOULD NOT LIKELY CONNECT TO ANY OTHER WALK, AND THUS NOT SERVE THE PURPOSE OF A ~~PEDESTRIAN~~ **NON-MOTORIZED TRANSPORTATION** SYSTEM.
- (B) A VARIANCE REQUEST SHALL BE FILED BY THE PROPERTY OWNER OR THEIR DESIGNATED AGENT. AN APPLICATION FOR A VARIANCE SHALL BE SUBMITTED TO THE TOWNSHIP CLERK ON A SPECIAL FORM FOR THAT PURPOSE. APPLICATIONS SHALL BE SUBMITTED AT LEAST TWO WEEKS

IN ADVANCE OF A REGULAR MEETING OF THE TOWNSHIP BOARD. A FEE, AS ESTABLISHED BY THE TOWNSHIP BOARD, SHALL BE SUBMITTED WITH THE VARIANCE APPLICATION.

- (C) ~~THE TOWNSHIP PLANNING~~ **COMMUNITY DEVELOPMENT** DEPARTMENT SHALL ~~HAVE THE RESPONSIBILITY OF PREPARING~~ **PREPARE** A WRITTEN REPORT WHICH SHALL BE SUBMITTED TO THE TOWNSHIP BOARD PRIOR TO THE MEETING AT WHICH THE BOARD WILL CONSIDER A VARIANCE.

SEC. 34-23. REPAIR OF SIDEWALKS.

- (A) IT SHALL, ~~IN ALL CASES,~~ BE THE RESPONSIBILITY OF THE OWNER OF EVERY LOT OR PARCEL OF LAND ~~IN THE TOWNSHIP~~ TO KEEP THE SIDEWALKS ADJACENT TO ~~HIS~~ **THEIR** LOT OR PARCEL IN GOOD REPAIR. SIDEWALKS SHALL BE REPAIRED OR REPLACED WHEN THE CONDITION OF SAME IS DETRIMENTAL TO ~~THE~~ **PUBLIC** SAFETY. ~~OF THE GENERAL PUBLIC.~~ CONDITIONS REQUIRING REPAIR INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:
- (1) A RISE OR DROP OF MORE THAN ONE INCH BETWEEN ANY TWO ~~SECTIONS~~ **FLAGS** OF SIDEWALKS OR A VERTICAL DISCONTINUITY OF MORE THAN ONE INCH ON ANY FLAG.
 - (2) MORE THAN TWO CRACKS OF ONE-QUARTER INCH IN WIDTH OR IN ANY TWO LINEAR FEET OF ~~SIDEWALK SECTION~~ **FLAG**.
 - (3) ANY **FLAG** SECTION OF SIDEWALK WHICH IS TILTED IN EXCESS OF ONE INCH PER FOOT FROM INSIDE EDGE TO OUTSIDE EDGE. (THE OUTSIDE EDGE BEING THE EDGE OF THE SIDEWALK NEAREST THE STREET LINE.)
 - (4) IF, IN ANY **FLAG**, ~~FIVE FOOT SECTION OF SIDEWALK,~~ MORE THAN 50 PERCENT OF THE SURFACE HAS SCALED OFF TO A DEPTH OF ONE-QUARTER INCH OR GREATER. ~~THAT SECTION OF THE SIDEWALK SHALL BE REPLACED.~~
 - (5) **AN UNDERMINED FLAG BELOW WHICH THERE IS A VISIBLE VOID CAUSING THE SIDEWALK TO ROCK OR SEESAW.**
 - (6) **ONE OR MORE FLAGS, OR A PORTION OF A FLAG, ARE MISSING DUE TO, BUT NOT LIMITED TO, CONSTRUCTION ACTIVITIES, DRIVEWAY REPAIRS, AND UTILITY REPAIRS AND INSTALLATIONS.**
- (B) WHENEVER THE TOWNSHIP ENGINEER OR **THEIR DESIGNEE** ~~THE ENGINEER'S DESIGNATED AGENT SHALL~~ DETERMINES THAT AN OWNER

OF A LOT OR PARCEL ADJACENT TO A SIDEWALK HAS LEFT THE SIDEWALK ~~IS~~ IN A STATE OF DISREPAIR OR HAS NOT PROPERLY MAINTAINED THE SIDEWALK IN ACCORDANCE WITH SECTION 34-23 (A), A NOTICE SHALL BE SENT BY REGULAR MAIL TO THE OWNER OF THE ADJACENT LOT OR PARCEL TO REPAIR THE SIDEWALK. THE NOTICE SHALL SPECIFY THE TIME PERIOD WITHIN WHICH SUCH WORK SHALL BE COMMENCED. IN NO CASE SHALL THE TIME PERIOD ALLOWED FOR REPAIR OF A SIDEWALK EXCEED 90-30 DAYS UNLESS AUTHORIZED OTHERWISE BY THE TOWNSHIP ENGINEER OR THEIR DESIGNEE.

- (C) IT SHALL BE THE RESPONSIBILITY OF THE OWNER OF EVERY LOT OR PARCEL OF LAND TO MAINTAIN THE SIDEWALKS ADJACENT TO THEIR LOT OR PARCEL. SIDEWALKS MUST BE MAINTAINED FREE FROM ENCROACHING OBSTRUCTIONS INCLUDING, BUT NOT LIMITED TO, OVERHANGING TREE LIMBS, BUSHES, VINES, FENCES, WALLS, AND STRUCTURES.**

SEC. 34-24. SIDEWALK DEFECTS CAUSED BY NEGLIGENCE.

THE TOWNSHIP ENGINEER MAY ORDER A SIDEWALK REPAIRED BY PERSONS WHO HAVE CAUSED THE REPAIR TO BE NECESSARY THROUGH THEIR OWN ACTIONS BY EXCAVATING UNDER OR ADJACENT TO THE SIDEWALK, PLACING WEIGHT UPON THE SIDEWALK GREATER THAN ITS DESIGNATED CAPACITY, OR ANY OTHER NEGLIGENT ACT.

SEC. 34-25. CONSTRUCTION OR REPAIR BY THE TOWNSHIP.

IF ANY OWNER SHALL FAIL OR NEGLECT TO CONSTRUCT OR REPAIR ANY SIDEWALK ADJACENT TO THEIR LOT OR PARCEL OF LAND WITHIN SUCH TIME AS HEREIN REQUIRED, OR AS MAY BE REQUIRED BY A RESOLUTION OF THE TOWNSHIP BOARD, THE TOWNSHIP BOARD MAY CAUSE THE SAME TO BE DONE IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC ACT NO. 80 OF 1989 (MCL 41.288A), AND THE COST OF SAID CONSTRUCTION OR REPAIR MAY BE PAID OUT OF THE CONTINGENT FUND OF THE TOWNSHIP AND THE TOWNSHIP BOARD MAY PURSUE THE MEANS NECESSARY— **USE ANY LAWFUL MEANS AVAILABLE TO RECOVER THE COST OF SAID CONSTRUCTION OR REPAIR. FROM THE OWNER.**

SEC. 34-26. SIDEWALK PERMITS.

A PERMIT IS REQUIRED PRIOR TO BEGINNING CONSTRUCTION, REMOVAL, OR REPAIR OF A SIDEWALK. THE PERMIT SHALL BE IN A FORM PROVIDED BY THE TOWNSHIP ENGINEER.

SEC. 34-27. CONSTRUCTION STANDARDS.

ALL SIDEWALKS HEREAFTER CONSTRUCTED, REPAIRED OR REBUILT SHALL BE CONSTRUCTED, REPAIRED OR REBUILT ACCORDING TO THE TOWNSHIP SIDEWALK CONSTRUCTION STANDARDS AS ADOPTED BY RESOLUTION OF THE TOWNSHIP ~~THE BOARD~~.

SEC. 34-28. AUTHORITY OF TOWNSHIP BOARD.

THE TOWNSHIP BOARD, OR THE BOARD'S DESIGNATED OFFICIAL **DESIGNEE**, SHALL HAVE AUTHORITY TO PROVIDE FOR THE CONSTRUCTION OR REPAIR OF SIDEWALKS AS WELL AS THE CLEARANCE OF ICE AND SNOW BY GENERAL CONTRACT, OR IN SUCH OTHER MANNER AS IT SHALL DETERMINE.

SEC. 34-29. ADMINISTRATION.

IT SHALL BE THE RESPONSIBILITY OF THE TOWNSHIP ENGINEER, OR **THEIR DESIGNEE** ~~SUCH PERSON AS THE ENGINEER MAY DESIGNATE~~, TO SUPERVISE AND CONTROL ALL SIDEWALKS AND THE CONSTRUCTION, REPAIR, AND MAINTENANCE THEREOF, INCLUDING INSPECTION, ~~AND THE ISSUANCE OF APPEARANCE TICKETS IF SO DESIGNATED BY THE TOWNSHIP MANAGER, AND TO ENFORCE THE PROVISIONS OF THIS ARTICLE.~~

~~SEC. 34-30. APPEARANCE TICKETS.~~

~~AFTER A NOTICE OF VIOLATION IS GIVEN TO A PERSON PURSUANT TO SECTION 34-20 AND COMPLIANCE WITH THE PROVISIONS OF THIS ARTICLE HAS NOT BEEN OBTAINED, THE TOWNSHIP MANAGER, OR AN OFFICIAL APPOINTED BY THE TOWNSHIP MANAGER, SHALL BE AUTHORIZED TO ISSUE AND SERVE APPEARANCE TICKETS ON ANY PERSON WITH RESPECT TO ANY VIOLATION OF THIS ARTICLE WHEN THERE IS REASONABLE CAUSE TO BELIEVE THAT THE PERSON HAS COMMITTED SUCH AN OFFENSE. THIS AUTHORITY IS GRANTED PURSUANT TO PUBLIC ACT NO. 147 OF 1968 (MCL 764.9A ET SEQ.).~~

SEC. 34-30. VIOLATIONS.

- (A) VIOLATIONS OF THE PROVISIONS OF THIS ARTICLE, OR FAILURE TO COMPLY WITH ANY OF ITS REQUIREMENTS, SHALL BE PUNISHABLE AS A MUNICIPAL CIVIL INFRACTION, SUBJECT TO A FINE IN THE AMOUNT OF \$50.00 IF PAID WITHIN TEN DAYS OF ISSUANCE, OR \$100.00 IF PAID AFTER TEN DAYS OF ISSUANCE.**
- (B) MUNICIPAL CIVIL INFRACTIONS SHALL BE ISSUED AND SERVED TO THE OWNER OF THE PROPERTY UPON WHICH THE VIOLATION HAS OCCURRED.**

- (C) **THE IMPOSITION OF ANY FINE SHALL NOT EXEMPT THE VIOLATOR FROM COMPLIANCE WITH THE PROVISIONS OF THIS ARTICLE. EACH DAY A VIOLATION REMAINS IN EXISTENCE MAY BE TREATED AS A SEPARATE OFFENSE.**
- (D) **IF ANY FINES AND/OR COSTS ASSOCIATED WITH THIS SECTION ARE NOT PAID, THE CIVIL INFRACTION CITATION MAY BE FILED WITH THE DISTRICT COURT IN ACCORDANCE WITH SECTION 20-22 (G).**
- (E) **THE CIVIL FINE ASSOCIATED WITH THIS SECTION SHALL BE SET FROM TIME TO TIME BY THE BOARD BY RESOLUTION.**

SEC. 34-31. VIOLATIONS DEEMED MUNICIPAL CIVIL INFRACTION.

FOR EACH VIOLATION OF A PROVISION OF THIS ARTICLE, OR FAILURE TO COMPLY WITH ANY OF ITS REQUIREMENTS, A TOWNSHIP APPOINTED OFFICIAL SHALL BE AUTHORIZED TO ISSUE AND SERVE A MUNICIPAL CIVIL INFRACTION CITATION, IN ACCORDANCE WITH ARTICLE II OF CHAPTER 20, ON ANY PERSON WITH RESPECT TO A VIOLATION OF THIS ARTICLE WHEN THERE IS REASONABLE CAUSE TO BELIEVE THAT PERSON HAS COMMITTED SUCH AN OFFENSE.

THE TOWNSHIP CLERK IS HEREBY DIRECTED TO ADVERTISE THIS INTRODUCTION IN LOCAL NEWSPAPERS WITH FINAL ACTION ON THE PROPOSED AMENDMENTS SCHEDULED FOR THE JULY 7, 2014 TOWNSHIP BOARD MEETING

TRUSTEE FEDEWA SUPPORTED THE MOTION. THE MOTION PASSED 6-0.

X. PASSAGE OF ORDINANCES – NONE.

XI. CONSENT AGENDA –

TRUSTEE FEDEWA MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED.

TREASURER PIZZO SUPPORTED THE MOTION.

ROLL CALL:

AYES: TRUSTEE FEDEWA, TREASURER PIZZO, TRUSTEE KOSINSKI,
TRUSTEE HICKS, CLERK CLARK AND SUPERVISOR FLETCHER.

NAYS: NONE

ABSENT: TRUSTEE MOJICA

THE MOTION PASSED 6-0.

2. Bills and Financial Transactions	\$941,911.64
Bond/Debt Payments	
Investments	
Payroll & Related	329,141.76
Refunds	2,485.40
Tax Distributions	
Vendor Claims	609,534.48
Total	\$ 941,911.64

TRUSTEE FEDEWA MOVED TO APPROVE THE BILLS AND FINANCIAL TRANSACTIONS IN THE AMOUNT OF \$941,911.64.

TREASURER PIZZO SUPPORTED THE MOTION. THE MOTION PASSED 6-0.

- 3. Minutes –** June 2, 2014 Regular Board Meeting Minutes
June 9, 2014 Committee of the Whole Meeting Minutes

TRUSTEE FEDEWA MOVED TO APPROVE THE JUNE 2, 2014 REGULAR BOARD MEETING MINUTES AND THE JUNE 9, 2014 COMMITTEE OF THE WHOLE MEETING MINUTES AS PRESENTED.

TREASURER PIZZO SUPPORTED THE MOTION. THE MOTION PASSED 6-0.

4. Recommendation to Approve Contract with Sparrow/McLaren

The Fire Chief recommends that the Township Board approve the contract between Delta Township and Sparrow and McLaren Hospitals to provide medical equipment to Delta Township Fire Department.

TRUSTEE FEDEWA MOVED THE DELTA TOWNSHIP BOARD APPROVE THE CONTRACT BETWEEN DELTA TOWNSHIP AND SPARROW AND MCLAREN HOSPITALS TO PROVIDE MEDICAL EQUIPMENT TO DELTA TOWNSHIP FIRE

DEPARTMENT THAT WILL ALLOW TRANSMISSION OF 12-LEAD EKGS TO THEIR EMERGENCY ROOM FACILITIES AS REQUIRED AS OF JUNE 30, 2014.

TREASURER PIZZO SUPPORTED THE MOTION. THE MOTION PASSED 6-0.

XII. ITEMS REMOVED FROM CONSENT AGENDA FOR DISCUSSION – NONE.

XIII. ITEMS ADDED TO AGENDA UNDER SECTION V. SET/ADJUST AGENDA –

Board of Water and Light – Trustee Fedewa addressed the Board regarding a recent newspaper publication and City of Lansing Mayor's position on a recent expansion to have additional representatives from outlying areas that would not have a vote with the Board of Water and Light. He would like to have discussion in this regard as he is aware the Township Board should have representation. However, he would like to know what the Township Board's opinion is on a non-voting member. Trustee Fedewa does not feel a non-voting member is acceptable and would like the Board to take an official stance on this issue. Trustee Fedewa stated that 37% of the rate payers are outside the City of Lansing and there should be proportionate representation.

Clerk Clark stated this is an issue of the City Charter. The City voters, to her knowledge, have no interest in changing the City Charter and sharing in what in their view, is an asset that the City of Lansing has built. Regardless of the Mayor's position, it would require a vote of the people to have additional voting members.

Trustee Kosinski concurs with Trustee Fedewa's position. A regular seat at the table would however be an improvement to the current situation which should foster better communication.

Trustee Hick's suggested the Board consider the plausible versus possible. He would suggest a non-voting position over being where the Township has stood in the past. It may take small steps. Losing a vote to the public of the City of Lansing would leave the township with no representation as in the past. Trustee Hicks is disinclined to take any position that would risk not having any seat on the Board.

Trustee Kosinski feels there is an appreciative way to have a position and to pursue a voting member.

Trustee Fedewa feels strongly something proactive needs to be done and Delta needs to seriously consider the proper way to serve the Township residents.

Treasurer Pizzo inquired into the details of the proposed representation at this time. Will the representative be appointed by the Township Board? Supervisor Fletcher responded that the representative would be appointed by the community with the representation. Supervisor Fletcher further added that he felt a non-representative did add value and increased access to discussions and information as well as a voice

although a non-voting voice. He further stated that this is not the ideal situation but rather an improvement.

Supervisor Fletcher recommended a resolution stating that the Board was supportive of the representation and having one is a first step to eventually having a position with full voting rights.

Trustee Kosinski supports having language that states the Township would like to see a full voting rights position in the future.

Supervisor Fletcher suggested Trustee Kosinski and Trustee Fedewa bring a proposed resolution to the Board.

XIV. ITEMS OF BUSINESS

5. Final Approval of Ashford Manor Nos. 3 & 4 Preliminary Plat –

The Community Development Department recommends that the Township Board grant final approval of the preliminary plat of the Ashford Manor Nos. 3 & 4 Subdivision.

TRUSTEE KOSINSKI MOVED THE DELTA TOWNSHIP BOARD GRANT FINAL APPROVAL OF THE PRELIMINARY PLAT OF THE ASFORD MANOR NOS. 3 & 4 SUBDIVISION AS ILLUSTRATED ON DRAWINGS PREPARED BY KEBS, INC. AND DATED MAY 13, 2014, SUBJECT TO THE FOLLOWING STIPULATIONS:

- REVISIONS OF THE CONSTRUCTION AND ENGINEERING PLANS SHALL BE MADE AS PER THE REQUIREMENTS OF THE TOWNSHIP ENGINEER AS SET FORTH IN THE ENGINEER'S MEMO DATED MAY 20, 2014.
- THE DEVELOPER SHALL EXECUTE A UTILITY AGREEMENT WITH THE TOWNSHIP FOR THE INSTALLATION OF THE PUBLIC WATER AND SANITARY SEWER FACILITIES.
- RECEIPT OF FINAL APPROVAL OF THE STORM DRAINAGE SYSTEM FROM THE EATON COUNTY DRAIN COMMISSION'S OFFICE.
- THE PLAT, CONSTRUCTION, AND ENGINEERING DRAWINGS SHALL BE REVISED TO ILLUSTRATE STREET FRONTAGES FOR LOTS 94,103, AND 104 TO BE A MINIMUM OF 80 FEET, AND THE STREET FRONTAGE FOR LOT 110 TO BE A MINIMUM OF 64 FEET. ALOS, THE "PROPOSED SITE DATA" TABLE ON FINAL PRELIMINARY PLAT DRAWING SHALL BE REVISED TO INDICATE THE MINIMUM LOT FRONTAGE AND WIDTH IS 80 FEET FOR INTERIOR LOTS, 95 FEET FOR CORNER LOTS, 64 FEET FOR CUL-DE-SAC LOTS.
- THE DEVELOPER SHALL EXECUTE A "WAIVER OF NOTICE AND WAIVER OF HEARINGS FOR THE ESTABLISHMENT OF A SPECIAL ASSESSMENT DISTRICT" FOR STREETLIGHTS.

CLERK CLARK SUPPORTED THE MOTION.

Jeff Kyes, KEBS, Inc., 2116 Haslett Road, stated that the requested and required changes from the engineering review have been made. The permit to the State of Michigan has either just been submitted or will be very soon for the water and sanitary sewer. Plans have also been submitted for the Pointe West draining and potential park property water issues. Approval has been obtained from the drain office in this regard. The project is currently out for bid for the construction of the project. A contractor should be picked by the end of the week.

MOTION PASSED 6-0.

6. Recommendation to Approve Board and Commission Appointments and Reappointments –

The Township Supervisor recommends that persons listed in a memo dated June 16, 2014 to the Township board be appointed and/or reappointed to the Township Boards or Commission.

TREASURER PIZZO MOVED THE FOLLOWING INDIVIDUALS BE APPOINTED AND/OR REAPPOINTED TO THE TOWNSHIP BOARDS/COMMISSIONS AND THAT THE TOWNSHIP CLERK IS HEREBY DIRECTED TO SEND NOTIFICATION TO ALL OF THOSE SELECTED INFORMING THEM OF THEIR APPOINTMENT AND/OR REAPPOINTMENT, AND THOSE WHO WERE NOT SELECTED THANKING THEM FOR THEIR INTEREST IN SERVING THEIR COMMUNITY:

MECHANICAL & PROPERTY MAINTENANCE BOARD OF APPEALS:

DONALD HARTWICK – REAPPOINTMENT FOR TWO YEAR TERM EXPIRING JUNE 30, 2016

TODD GUTE – REAPPOINTMENT FOR TWO YEAR TERM EXPIRING JUNE 30, 2016

PLUMBING BOARD OF APPEALS:

PAUL SIMMONS – REAPPOINTMENT FOR YEAR TERM EXPIRING JUNE 30, 2016

MICHAEL TENNISWOOD – REAPPOINTMENT FOR TWO YEAR TERM EXPIRING JUNE 30, 2016

DONALD HARTWICK – REAPPOINTMENT FOR TWO YEAR TERM EXPIRING JUNE 30, 2016

ELECTRICAL BOARD OF APPEARS:

STEPHEN RUSSELL – REAPPOINTMENT FOR A TWO YEAR TERM EXPIRING JUNE 30, 2016

JIM SPITZ – REAPPOINTMENT FOR A TWO YEAR TERM EXPIRING JUNE 30, 2016

DELTA TOWNSHIP DISTRICT LIBRARY BOARD:

ROBERT SPAGNUOLO – APPOINTMENT FOR A FOUR YEAR TERM EXPIRING

JUNE 30, 2018

CLERK CLARK SUPPORTED THE MOTION. MOTION PASSED 6-0.

XV. MANAGER'S REPORT –

The East/West Trail on the northeast side of the bridge on the trail, there is a bank that was removed to construct the trail. There was a fire there a couple of years ago to burn off some of the growth. There has been a problem since getting vegetation to grow there since. The sun is rather intense there as well. As a result, Manager Watkins has asked Gary Arnold to have a consultant look at the area and provide a permanent recommendation. Proposals will be provided to the Board when they become available.

Clerk Clark indicated that many children are utilizing the hill for climbing which contributes to the problem and the run off or erosion of soil, sand, etc making its way to the trail. She suggested signage may help.

XVI. COMMITTEE OF THE WHOLE –

7. Strategic Plan Progress Report –

Manager's Watkins reviewed the topics on the Strategic Plan as for example the "I am Delta" program toward identity. An art grant is being commissioned for a piece of art at the corner of Saginaw and Canal which is yet another item of identity.

The sign and zoning ordinances are currently under review by consultants to address areas of concern such as the east portion of Saginaw Highway. These items are ongoing.

The "Welcome" sign on the east side of the Township at Saginaw Highway is being changed. A new sign face will be placed on the granite. The sign will stand out much better and be more obvious.

The east/west trail has been discussed lately and potential future improvements to the area. This will be addressed during the winter – looking at how to dress up the area for example added water fountains, drinking fountains, restrooms and the like.

A consultant has been retained to provide a plan for the Mt. Hope Park property. That is underway with the RFP out and the recommendation will come before the Board at the next meeting.

Proactive enforcement has been discussed regarding township codes. This has been looked into but little to no progress has been made. Manager Watkins feels that with the addition of Ted Droste to the staff full-time more progress can be made in this regard. Ted will be working with the Code Enforcement staff moving this

program forward.

Several grants have been applied for in relation to park improvement and construction of new pathways, purchase of park property and the like.

Canal Road sidewalk extensions are underway. A lot of time is being extended to obtain the necessary easements.

Pathway extensions are underway from Maycroft Road to Robbins Road to complete that leg of the east/west pathway.

Painting of the Snow Road water tower is completed including the “I am Delta” logo.

Welcome packets are available on the website and thumb drives are now available to new residents.

Three speed monitoring signs have been purchased to ensure safe neighborhoods to help control traffic speeds in those areas. The data reports from those devices are being utilized to educate the residents as well. This has been a good public relations tool for the Township.

Public transit has been further explored regarding joint agreements. Discussions are still ongoing with CATA to assist Delta residents.

Regionalism continues along with five other communities in regard to fire service. Many services and opportunities and joint training have taken place. Much progress has been made in this regard.

The Township bond rating continues to be maintained and even increased recently. This will continue to be a focus.

On-line permits are now available in the Community Development Department. Permits can now be applied for over the internet. This just took place one week ago and the response has been good to date. This is good service to developers in the area.

The crosswalk signs have been installed and Manager Watkins has seen them being utilized on several occasions.

The Emergency Communication Plan has been revised and is soon to be completed. After the ice storm this past winter, some weaknesses were apparent and those areas are being addressed to improve the emergency response systems.

Social media use has increased over time. The website is relatively new and an events calendar and list of upcoming events is now integrated here. Communication to the public is included.

Recycling hours have increased and ways to provide additional services are being explored.

The annual employee retreat was held. Discussion regarding how the Township provides service was addressed. This even is believed to be important to the staff and the employees of the Township.

Routine auto maintenance is now being provided to the Sheriff Department vehicles by the utilities department. This has been well received by the deputies and been a cooperative program.

Joint meetings were another focus the Board had. Joint meetings have been held with Waverly Community School and Grand Ledge Public Schools and Lansing Community College. Recently Eaton County Commissioners were present to discuss the proposed road millage coming before the voters of Eaton County.

Trustee Kosinski requested further action along the Place Making Program. This would continue to maintain current residents and attract new ones as well. He would like to see additional discussions facilitated. This could also provide short-term projects that could provide quick results to coordinate with the long term projects of this program.

Trustee Fedewa suggests the Place Making exercise be utilized as a precursor to any strategic planning discussions and revisions. If not a precursor, incorporate this into the strategic planning process altogether.

Trustee Kosinski further added that this should be shared with the zoning ordinance consultants that are reviewing the zoning ordinance.

Trustee Fedewa inquired as to the status of the Township of Excellence application that has been pursued with the Michigan Township Association. Manager Watkins replied that there are three training issues that need to be met. Otherwise, all other aspects have been met. Those training issues are at the Board level and the Planning Commission level. The Township is about 3 classes away.

XVII. PUBLIC COMMENTS – NONE.

XVIII. ADJOURNMENT –

Supervisor Fletcher adjourned the meeting at 6:56 p.m.

CHARTER TOWNSHIP OF DELTA

KENNETH FLETCHER, SUPERVISOR

MARY R. CLARK, CLERK

/h/b

K:\Clerk\Board Materials\Board Meetings\Minutes\2014\June 16, 2014 Regular Board meeting
Minutes Approved:



The Delta Township Board
Recognizes
Richard Watkins

Whereas, Richard Watkins has faithfully served the Charter Township of Delta as the Township Manager since April 19, 1993; and

Whereas, Richard Watkins received a Bachelor's Degree in Business Administration from Central Michigan University in 1971 and a Master's Degree in Public Administration from Western Michigan University in 1976; and

Whereas, Richard Watkins has a rich history of caring for others as demonstrated by his devotion to his family, including his wife Cathy, children Heather Kersh (Paige Kersh), Amber Watkins-Dumaine (fiancé Timmy Allen), and Scott Watkins (Allison Watkins), and his grandchildren Kylie, Abby, Hunter, Josie, Alexandria, Mccade, Tanner, Kennedy, Chance, and Gage; and

Whereas, Richard Watkins was always focused on providing the best possible service to the residents and businesses of Delta Township, emphasizing courteous and friendly treatment by all employees, providing modern technologies, and enhanced fire, police, and recreational services; and

Whereas, Richard Watkins was a leading advocate for a viable and modern fire station, addition to the Township Administration Building, and building a new library in the township; and

Whereas, Richard Watkins advanced strong fiscal policies including annual capital improvement funding, maintaining a six month operating fund balance, and assuring the best return to the township on investment policies; and

Whereas, Richard Watkins was a leading advocate to retain General Motors and Auto-Owners Insurance Company in Delta Township, developing the industrial tract, and regional cooperation.

Now, Therefore be it resolved by the Township Board that we hereby commend the meritorious and dedicated service of Richard Watkins to the residents of Delta Township as Township Manager, congratulate him on his retirement, and wish him joy and prosperity in the years ahead.

Kenneth Fletcher, Township Supervisor

Howard Pizzo, Township Treasurer

Mary Clark, Township Clerk

Dennis Fedewa, Township Trustee

Jeffrey Hicks, Township Trustee

J. Douglas Kosinski, Township Trustee

Karen Mojica, Township Trustee

EMPLOYMENT AGREEMENT

This employment Agreement ("Agreement") is entered into effective July 12, 2014 by and between the Charter Township of Delta, Eaton County, Michigan (hereinafter "DELTA TOWNSHIP") and Richard A. Watkins (hereinafter "WATKINS"), and the parties (hereinafter the "PARTIES") therefore agree as follows:

Section 1. Position and Duties

I. Position

WATKINS will be employed as Township Manager of DELTA TOWNSHIP.

II. Hours of Work

WATKINS will work, on average, twenty (20) hours per week.

III. Rate of Pay

WATKINS weekly rate of pay shall be \$1,088.20, minus applicable federal and state deductions.

IV. Duties

WATKINS will be expected to perform such duties and responsibilities as are specified herein under the authority of Act 359, Public Acts of 1947, as amended, and such other duties and functions as are commensurate with such position and for seeing that the directions and assignments of the Township Manager are carried into effect. Moreover, WATKINS shall perform such services and duties as DELTA TOWNSHIP Board shall assign from time to time including, but not limited to the following:

- a. WATKINS agrees to abide by the rules and policies of DELTA TOWNSHIP, including any changes made from time to time.
- b. To see that all laws and DELTA TOWNSHIP ordinances are enforced;
- c. To manage and supervise all public improvements, works and undertakings of DELTA TOWNSHIP;
- d. To have charge of the construction, repair, maintenance, lighting and cleaning of streets, sidewalks, bridges, pavements, sewers, and of all the public buildings or other property belonging to DELTA TOWNSHIP;
- e. To manage and supervise the operations of all DELTA TOWNSHIP utilities;
- f. To be responsible for the preservation of property, tools and appliances of DELTA TOWNSHIP;

Linda Wells 6/20/14 2:41 PM
Moved (insertion) [1]

- g. To see that all terms and conditions imposed in favor of DELTA TOWNSHIP or its inhabitants in any public utility franchise, or in any contract, are faithfully kept and performed;
- h. To attend all meetings of the DELTA TOWNSHIP Board, with the right to take part in discussions, but without the right to vote;
- i. To be a member, ex officio, of all committees of the DELTA TOWNSHIP Board;
- j. To prepare and administer the annual budget under policies formulated by the DELTA TOWNSHIP Board and keep said Board fully advised at all times as to the financial conditions and needs of DELTA TOWNSHIP;
- k. To recommend measures to the DELTA TOWNSHIP Board for adoption that he may deem necessary or expedient for the benefit of DELTA TOWNSHIP;
- l. To be responsible to the DELTA TOWNSHIP BOARD for the efficient administration of all departments of the DELTA TOWNSHIP government;
- m. To act as the purchasing agent for DELTA TOWNSHIP or, under his responsibility, to delegate such duties to some other officer or employee;
- n. To conduct all sales of personal property which the DELTA TOWNSHIP Board may authorize to be sold;
- o. To assume all duties and responsibilities as personnel director of all Township employees or delegate such duties to some other qualified officer or employee;
- p. To perform such other duties as may be [prescribed by Act 359, Public Acts of 1947, as amended](#), or by the direction of the DELTA TOWNSHIP Board, or which are not assigned to some other official.

V. Length of Agreement

WATKINS and DELTA TOWNSHIP agree that WATKINS' employment with DELTA TOWNSHIP is At-Will and that WATKINS and/or the Township Board shall have the right to sever this Agreement at any time, [with or without cause, by providing seven days written notice to the other party.](#)

VI. Benefits

The PARTIES agree that WATKINS shall receive no benefits during the term of this Agreement with the exception of the rate of pay identified in Section III and federal statutes (FICA and Social Security). [WATKINS will not be entitled to receive any insurance benefits, any paid time off, etc.](#)

VII. Entire Agreement

Linda Wells 6/20/14 2:44 PM

Deleted: prescribed by statute or ordinance

Linda Wells 6/20/14 2:41 PM

Moved up [1]: WATKINS agrees to abide by the rules and policies of DELTA TOWNSHIP, including any changes made from time to time.

This Agreement contains the entire understanding between the PARTIES hereto with respect to the subject matter hereof and supersedes any prior understandings, agreements or representations, written or oral, relating to the subject matter hereof. It is to be construed under the laws of the State of Michigan. No modification or amendment of this Agreement shall be binding unless executed in writing by each of the PARTIES hereto.

[This Agreement will be governed by the laws of the State of Michigan.](#)

IN WITNESS WHEREOF, the PARTIES hereto have executed this Agreement as of the day and year written below.

Dated: _____, 2014

RICHARD A. WATKINS, individual

The Charter Township of Delta

Dated: _____, 2014

By: _____
Kenneth Fletcher
Its: Township Supervisor

Dated: _____, 2014

By: _____
Mary Clark
Its: Township Clerk



To: Richard Watkins, Manager

From: Marcus Kirkpatrick, Parks, Recreation & Cemeteries Director

Date: June 13, 2014

Re: Professional Service Contract – Mount Hope Park Property

The Parks, Recreation & Cemeteries Department has received and reviewed four RFPs, from qualified firms, for the development of Mount Hope Park. The department's primary objectives for the Premises are:

1. Development of a conceptual site plan for the Premises in a way that maximizes its highest and best use consistent with the Township's Parks & Recreation Master Plan.
2. Development of a related estimate of probable construction costs and supporting documentation with suitable detail for the Premises.
3. Creation of a process that generates input from the Township's residents, staff, Township Board, and other recreational/sports organizations pertaining to development of the Premises.

Therefore, we ask that the following motion be acted upon by the Township Board:

“I move that the Township Board contract the professional services of C2AE, at a cost of \$12,500, unless such additional expenses as may be required are reviewed and approved by the Township Manager.”



C2AE
725 PRUDDEN STREET
LANSING, MICHIGAN 48906



PROPOSAL FOR
DELTA CHARTER TOWNSHIP
MOUNT HOPE PARK PROPERTY

JUNE 6, 2014



June 6, 2014

Mr. Marcus Kirkpatrick, Director
Parks, Recreation & Cemeteries Department
Delta Charter Township
7710 West Saginaw Highway
Lansing, MI 48917-8974

Re: Proposal for Professional Services
Mount Hope Park Property

Dear Mr. Kirkpatrick:

A ribbon-cutting ceremony to proudly open the new, expansive Mount Hope Park to Delta Charter Township residents is clearly a strong vision that has encouraged you and Township leaders to persist in planning its development for many years.

Despite funding not being available previously to advance the project, you have taken the next critical step to keep the dream alive by maintaining it in your 2012 Parks & Recreation Plan update. Thus, you are once again positioned to apply for financial support through the various MDNR grant funding programs. One step closer!

Now the Township is ready to take the next step, selecting a firm to help develop the Master Plan needed to secure funding. The Master Plan must be developed and engineered properly for the Township to readily and easily proceed through each successive step: funding applications, grant administration, design and construction administration and observation. The awarded firm needs to be proficient in each step.

Strength of Team Members

C2AE is rather unique in our having the two attributes needed when you entrust your limited funds to make this happen:

- Visionary Leaders: Registered Landscape Architect **Rusti Owens, RLA** and Landscape Designer **Eric Cronk, LEED AP** can see the Township's vision and lead the planning and public consensus building process to achieve it.

As a vested Delta Township resident, Rusti Owens has been able to prove these skills in voluntarily leading the Township's LEAP-grant funded Art Selection Committee, as well as DeWitt Charter Township's Art Piece Design Committee.

- Proven Executors: Licensed Civil Engineers, **John Harvey, PE, LEED AP** and **Gary Fedewa, PE** are experienced in all athletic, recreational and functional elements programmed for the park and related, future non-motorized trail to make the plan feasible and constructible.

Overview and Approach



PROJECT OVERVIEW

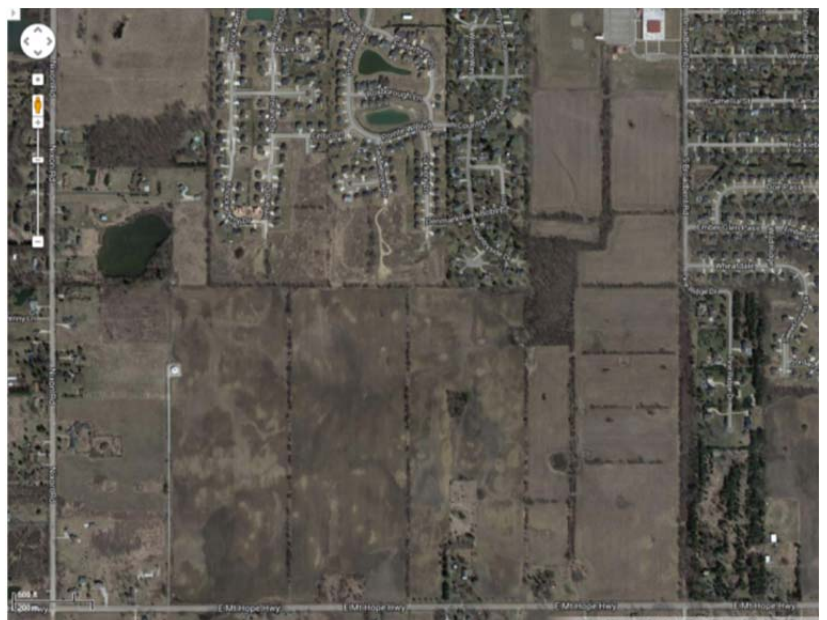
Upon reviewing several Township documents, it is quite evident that developing the Mount Hope Park Property to its best potential is very important to the leaders and residents of Delta Charter Township. Totalling 62 acres, the RFP highlights it as “prime vacant land” and “one of Delta Township’s largest remaining undeveloped properties”.

The Township “Parks and Recreation Master Plan 2012-2017” notes the development is intended to provide a variety of recreational components such as: youth athletics including soccer, baseball/softball fields, tennis courts and a children’s playground; related amenities expanding use for all ages including picnic shelters, restroom and equipment building, landscaping and an entrance sign; as well as the associated infrastructure including utilities, drive aisle and parking, all at an estimated project cost of \$1,225,000. Mount Hope Park Property development is one of the Township’s priority Capital Improvement Projects (CIP) in the 2012-2017 cycle as it was not able to be implemented in the 2006-2011 Plan cycle.

Knowing that securing grant funding is the only way developing the park property is feasible, the site’s opportunities for programmed elements must be balanced with the challenges and costs of existing site constraints such as topography, soils and other environmental factors. Our approach incorporates this component for sound planning.

A related component that increases accessibility and value to the Mount Hope Park Property project is the Mount Hope Non-Motorized Trail. The Townships’ Non-Motorized Trail Plan identifies this to provide access to, and within, the park. Though trail planning is not a specific component of this project, it is a significant factor to be considered in how the park can be developed for maximum access and use. The trail is likewise contained within the 2012-2017 CIP, which demonstrates to Township stakeholders engaged in the planning process the value placed in overall development.

While planned for use by all Township residents, the Park’s proximity to existing Ashford Manor and Pointe West neighborhoods northeast of the property offers both challenges and opportunities in the planning process. The “challenge” might be some residents not wanting to lose the serenity of open land to an active park including a non-motorized trail. The “opportunity” is to garnish a large amount of involvement and support of the project from neighborhood families making its development a sound and fruitful investment. Our approach to the project will be unique in how we address this particular “challenge” and turn it into an “opportunity” so the investment will generate maximum return, further detailed in our Project Approach.



Overview and Approach



PROJECT APPROACH

Task 1 – Initial Scoping Meeting

We understand both C2AE and Delta Charter Township are each accountable for the proper stewardship of funds and time allocated to this project. The C2AE Project Management Plan (PMP) document is designed to enable this successfully by providing the detail needed to implement the Contract requirements.

C2AE will convene an internal meeting of Delta Charter Township personnel responsible for proper project administration. We envision this including, at a minimum, representatives of the Parks, Recreation and Cemeteries, Planning and Engineering Departments. However, ***the Township's Youth Council could be invited to participate as a way to reinforce the Township's goals of educating them in Township business and government, as well as a network to increase youth engagement in the planning process.***

The meeting's purpose is to review and confirm everyone's expectations regarding the project process. We will use the Contract as the basis to develop our PMP or internal distribution and lead discussion at the meeting to:

- Review the schedule and budget and reaffirm milestone dates.
- Establish lines of communication.
- Define the established level of quality for the project(s).
- Discuss specific points of interest and elements.
- Conceptualize ideas and illustrate feasible alternatives for development of the park facilities and preliminary trail(s) considerations.
- Update preliminary Township cost estimates based on linear footage units for different options for park and trail components (i.e., ball fields, pavilions and trails).
- Verify key stakeholders in Delta Charter Township, other public agencies and other neighborhood and special interest groups. Establish appropriate coordination/communication plans with various identified stakeholders.
- ***Discuss scoping development and public involvement strategies, including the extent social media might be beneficial.***
- Inventory and exchange existing related information such as previous master plans and studies, current trail development strategies, standards or restrictions, aerial mapping (in electronic format), together with any other relevant and applicable information.
- Determine evaluation criteria, or "Measure of Effectiveness" (MOE), to screen alternatives.
- Summarize coordination requirements with stakeholders.
- Identify key issues and items requiring early coordination.

Task 2 – Project Kick-off Public Meeting

This first meeting is the critical moment defining the project's ultimate success. Having a public outreach professional on our Team to provide early notice and one-on-one contact to group stakeholders and interested citizens optimizes the chances for their involvement, understanding and consensus.

Particular emphasis will be placed on identifying, contacting and engaging participation of designated representatives from each of the Ashford Manor and Pointe West neighborhoods so their specific concerns can be voiced and addressed.

Every project has different public involvement objectives and methods that work. Our public outreach specialist, Mr. Rusti Owens, is a Registered Landscape Architect and long-time resident of Delta Charter Township and is aware of many of the local planning strategies and also has developed working relationships with many anticipated local stakeholders. This combined with his knowledge of planning principles and issues affecting the community, will help define the appropriate method to optimize attendance and participation at the critical public kick-off meeting, as well as future milestone presentations. Various alternative techniques we will explore for this and future forums include:

- One-on-one contact with key local leaders and “champions”
- Direct mailings
- Open houses

Based on our success in various public involvement activities, we propose to conduct the meeting in an “open house forum” at a convenient/central location providing a comfortable and productive environment, e.g. Township hall, community center ***or perhaps even on-site to help visualize specific challenges and opportunities***, etc.; no set agenda with exhibits presented on easels staffed by appropriate personnel to address questions and document public comment. The presentation information is to include (subject to prior Delta Charter Township approval) the following at a minimum, to be shown on 24” x 36” mounted foam board:

- Welcome/introduction to the project
- Master Plan goals and objectives
- Project schedule identifying the current study, as well as future design and construction stages
- Project base map from available datasets gathered to date
- Evaluation methodologies
- Additional project information, as available
- Sign-in sheets with phone/fax number, mailing and email addresses, etc.

We will document the meeting, including a summary of comments, for written documentation of background information resulting in the final Master Plan graphic image.

The public outreach component to this project is so significant, we propose two additional open house forums, or public meetings, throughout the data synthesis and alternatives analysis and evaluation phase.

Task 3 – Project Research and Analysis

Second to listening to the voices of the users, proper planning based on sound, comprehensive data is next most important to providing realistic, feasible, and constructible alternatives. Having both civil engineers and landscape architectural planners practiced in thorough, exhaustive research and skilled in attention to detail and buildable design both in-house and as Team partners better enables project success.

Overview and Approach

Gather Existing Data

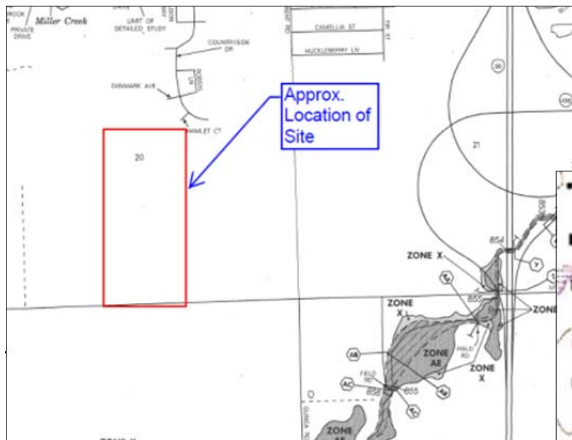
- Collect available relevant secondary source information including, but not necessarily limited to:
 - Previous park and trail plans, studies and reports
 - Pending plans for park and trail designs or locations
 - GIS data such as parcel mapping, topography, utilities, soil types, natural features and other environmental conditions
 - Local zoning or planning ordinances
 - Historical features such as protected archeological sites, significant structures, etc.
 - Habitats for endangered or threatened species of flora and/or fauna
 - ***Natural Features Site Review, such as the following specific to the Mount Hope Park Property:***



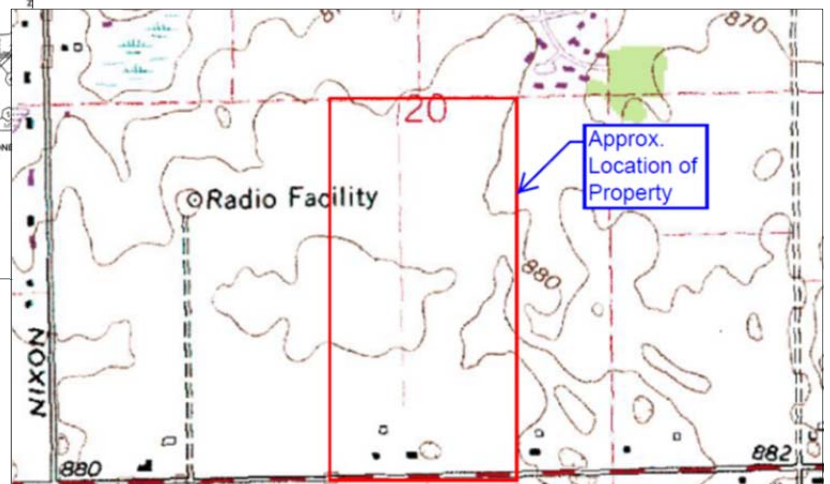
National Wetland Inventory Map



USDA Soils Map



FEMA Floodplain Map



USGS Topo Quad

Overview and Approach



- Utilizing available secondary source information such as aerial topographic mapping, community GIS mapping, plat maps, and/or previous applicable planning maps, together with information obtained during Task 1, the Team will develop base plans for use during development of the site/constraints inventory analysis and alternative trail alignment development(s).

We expect that existing Delta Charter Township GIS datasets and shapefiles are importable to our current AutoCAD software packages and thus will be used to create maps/exhibits in AutoCAD .dwg/.dxf formats.

Conduct an Initial Site Walkthrough

- The Team will conduct an initial site walkthrough of the property and adjacent road corridors to visually review and document any unique features, as well as to define the envisioned limits and locations for programmed improvements. We encourage Delta Charter Township to consider allowing local stakeholders and/or user group members to also attend this walk-through. We have found such participation provides invaluable insight and better support of similar projects.
- At this time, we will collectively identify and confirm any known potential impacts to development, as well as to identify and address safety and security provisions as necessary. During the walkthrough we will also identify any visible potential environmental concerns and/or areas that may require further investigation.

Perform Site Analysis

- We will add to the base map the existing available information and other insights gained from the site walkthrough. The enhanced drawing will be a backdrop for preparing a complete, graphic site analysis of existing man-made and natural conditions that could have either a positive or negative impact on the project. Existing conditions will include at a minimum:
 - Soils, topography and vegetation
 - Hydrology and drainage patterns, channels and washes
 - Unique biological characteristics
 - Outstanding natural features

Project-specific information as may be necessary including:

- Adjacent land uses
- Outstanding natural features
- Negative site features or hazards
- Directions and relative volumes of traffic flow



- Logical points of site ingress and egress
 - Existing structure locations or development areas
 - Use areas
 - Routes of movement
 - Commanding observation points and overlook areas
 - Preferred viewing sectors including best views to be featured and objectionable views to be screened
 - ***Direction of prevailing winds and sun exposure critical for athletic field layout***
 - Exposed, windswept areas and those protected by nearby topographical/geological formations
 - Off-site attractions and/or nuisances
 - Names of observed above ground utilities with routes and data
 - Approach patterns of existing roads, drives, walks and trails
 - Projected adjacent trail alignments/networks
 - Easements, rights-of-way, zoning restrictions, building lines
 - Other factors of special significance
- Once completed, the Team will meet with the Committee and stakeholders to review the results of the site analysis and data gathering efforts to discuss and define the existing opportunities and constraints associated with the proposed park and its recreational components. This analysis will be used throughout the Study development process as a resource guide for development of alternatives, and it is intended that this information be one of the primary exhibits used during the Public Involvement activities for the project.

Scoping

Scoping is a continuous process used to identify the range and extent of actions, alternatives and impacts to be considered in the environmental review and alternative development process. Unlike other work phases for this project, scoping will be continuous rather than a sequential activity.

Coordinate and Communicate with Governing Agencies

Our Team will communicate and coordinate with applicable agencies immediately upon the Initial Scoping Meeting. To best document this contact, we will do so through letters identifying the project and requesting both specific information regarding special areas of concern and permitting requirements. We assume these agencies will include, at a minimum:

- Delta Charter Township Community Development Department
- Delta Charter Township Parks, Recreation & Cemeteries Department
- Delta Charter Township Planning Division
- Delta Charter Township Engineering Division
- Delta Charter Township Utilities Department
- Eaton County Drain Commissioner
- Eaton County Road Commission

Identify Potential Areas of Special Concern

- Possible environmental issues
- Future plans that would affect the project for all stakeholders
- Continuity of planned improvements with existing and planned community recreation facilities and trail systems
- Needs for utility services as well as access and cost implications
- Accessibility to existing and planned facilities

Throughout the project, the Committee and Team will coordinate monthly to review progress of the project, public and resource agency communications, resolution of issues and possible controversies, planning and technical engineering and environmental considerations, future scoping activities, as well as project decisions.

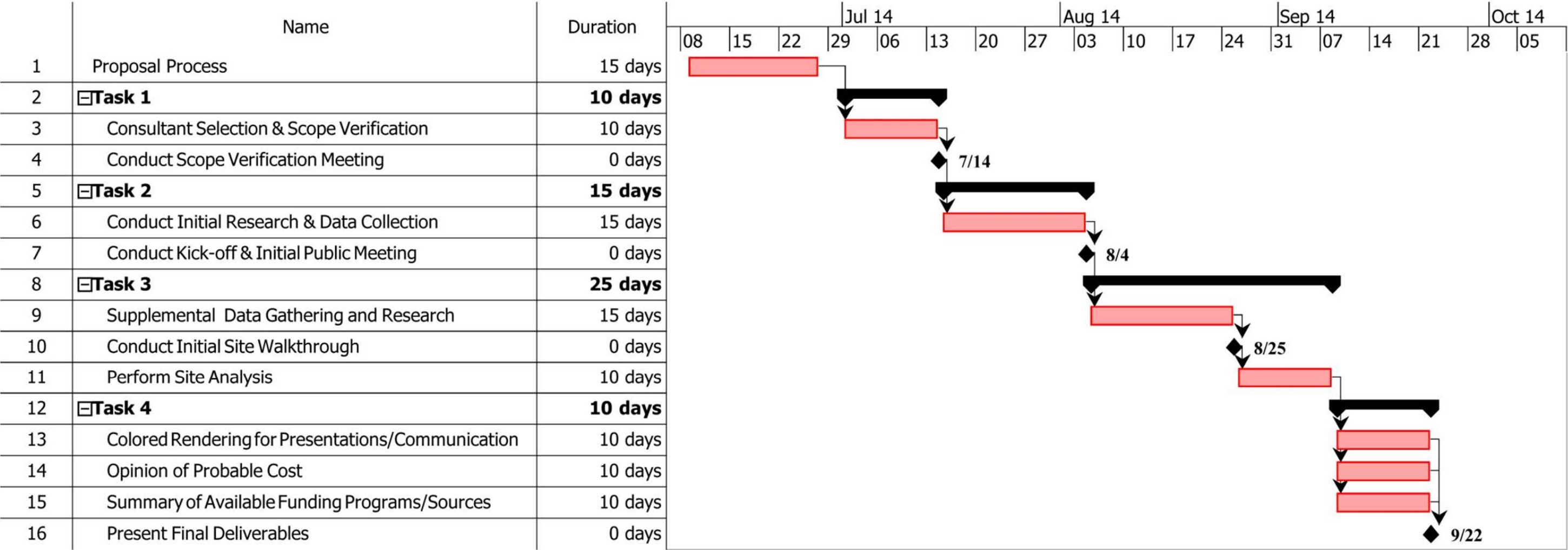
Task 4 – Final Deliverables

Final project deliverables include:

- One (1) Colored Master Plan rendering on mounted foam core and electronic .pdf file copy.
- Opinion of probable construction cost including professional design and construction engineering service formatted in accordance with MDNR grant application guidelines.

Assumptions

- Up to two conceptual layouts are included within our base fee; additional concepts will be billed as additional services.
- We have included one public meeting and one additional meeting with the Township in our base fee; additional meetings will be billed as additional services.
- C2AE has included a conceptual schedule for this effort; C2AE will be pleased to accelerate this schedule to meet the Township's needs; however, a protracted schedule beyond mid-September may require additional services to complete. Services required beyond this date will be provided as additional services on an hourly basis as agreed upon by C2AE and the Township.



Fees



C2AE will complete the services included herein for the lump sum fee of \$12,500.

Hourly rates for additional services, if needed:

Rusti Owens, RLA, ASLA	\$172.55
Erik Cronk, LEED AP	\$100.00
John Harvey, PE, LEED AP	\$155.92
Gary Fedewa, PE	\$143.82
Shane Brennan, Engineering Technician	\$85.68